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# NAIG MASTER STANDARDS

**Rev 04**

**April 19, 2009**



THE SPIRIT  
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## **Pre-Amble**

These NAIG Standards represent the Hosting Standards required to deliver the Games by the Host Society. They may be amended, altered, and deleted on as required basis - HOWEVER - the Host Society shall not be required to implement any changes to these Hosting Standards after it has been awarded the Games, if as a result of the changes, the Host Society would incur material cost impacts, revenue losses, or logistical or operational impacts. No changes shall be introduced to the Hosting Standards unless both the Host Society and NAIG Council agree in writing.

The standards are organized on a functional area basis and carry the coding of the Functional area plus a unique identifying number. The Host Society shall not change this coding and NAIG Council and the Host Society shall use this coding for reference in correspondence, project updates etc.

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## Definitions

### **Business Plan**

A document that summarizes the strategic, operational and financial objectives of the Host Society through assumptions, plans and budgets. It provides a planning roadmap and a methodology to measure progress and an analysis of risks and uncertainties.

### **Critical Success Factors**

Measurements and indicators of elements that the LOC can judge whether or not they have met or are meeting these objectives as part of the planning process.

### **Deliverable**

A deliverable is a tangible outcome produced by a series of tasks and activities undertaken within the overall project.

### **Functional Area (FA)**

A grouping of duties, activities and deliverables that involve a high degree of commonality in terms of the skills and work involved. Transportation, Security, Doping, and Legal are examples of functional units. The functional unit is the core organizational component and as such is central to the planning, organizing, monitoring and controlling of the event.

### **Games Operations Center (GOC)**

During the Games period the GOC acts as the “nerve centre” for the Games where all issues can be channelled and recorded. The GOC is responsible for coordinating responses to issues with local authorities and Host Society staff and senior volunteers as required, and as detailed in the Issues Response plan

### **Governing Rules**

Establishes the eligible teams for each NAIG, the code of conduct, the Sports, Age Categories, and Participation fee deadlines.

### **Hosting Agreement**

An agreement between the NAIG Council and a successful NAIG bidder that details the basis upon which the Games have been awarded and the obligations and standards that the Host must meet.

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## **Host Society**

Interchangeable with LOC. Organization charged with responsibility of delivering the games.

## **Interfaces**

Activities/interactions that need to take place between Functional Areas in order for that Functional Area to deliver services or ensure that its own needs are met by a FA that is charged with the responsibility of delivering that service.

## **Issues Response Plan (IRP)**

The IRP is developed to provide a general guideline of how various and severities of issues are dealt with during the Games period. The IRP guides the GOC (Games Operation Center) in their responses to issues.

## **Local Organizing Committee (LOC)**

This is also commonly referred to as the Host Society. The organization charged with responsibility of delivering the games.

## **Multi-Party Agreement**

An agreement when NAIG is hosted in Canada between the levels of Government contributing funding to the Games and the obligations and standards that the Host Society must meet in order to receive such funding.

## **NAIG Council Approved Policies**

NAIG Council Policies that impact a Host Society and must be implemented.

## **NAIG Council Approved Procedures**

Procedures approved by the NAIG Council that clarify and guide the relationship of the NAIG Council and the Host Society in relation to authority, the approval of specified plans, and how certain Games time elements are to be conducted.

**NAIG Family - Defined as Athletes, Coaches, Team Officials, Chaperones, Team Cultural members (as allowed in rules), Mission Staff , Team VIPS, NAIG Council members**

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### **NAIG Hosting Standard**

The levels of service, reporting requirements, payments or other specific steps approved by the NAIG Council that must be undertaken and/or delivered by the Host Society.

### **National Sport Organization (NSO)**

The national organization which represents a specific sport.

### **Operating Plans**

Such plans identify the what, the why, the when, the who, and the where of appropriate functional units. Each operating plan should provide a comprehensive description of the applicable functional unit deliverable, the financial and human resources required, groups to be served, the service levels to be provided, dependencies and interdependencies, policies and processes to be enacted, and a critical path that details major elements such as tenders/purchase orders/contracts together with budget approvals and any timeline for updates and/or deliverables. Operating Plans also provide the various functional units with opportunities to discuss, negotiate, and agree on the inter-relationship and dependencies inherent in organizing events.

### **Provincial Sport Organization**

The Provincial organization which represents a specific sport.

### **Risk**

The possibility that an activity may not proceed as planned and impacts the successful completion of the project.

### **Sport Competition Manager – also known as Sport Commissioner**

Key individual for each sport nominated to deliver the Technical Package requirements.

### **Sport Technical Plan**

Document that details the rules and competition format for all the sports of NAIG. This will include the events for each sport, the format of competition, sanctioning requirements.

### **State Sport Organizations**

The State organization which represents a specific sport.

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## **Venue Plans**

A process by which the unique nature and the challenges of each sport and non-sport venue operated and controlled by the Host Society are aligned with the approved operating plans, policies and procedures.

## **V-Teams or Venue Teams**

The group that consists of the venue representatives from all the relevant Functional Areas who will manage the Venue operations during Games time. This typically would consist of representatives of:

- Sports
- Technology
- Transport
- Venue Owner/Operator
- Venue Operations
- Venue Overlay
- Volunteers

## **Work Packages**

A process whereby like-work is estimated, refined through planning, approved by the appropriate authority, and ultimately undertaken. Work package costs are supported by an initial narrative description and are expanded to include an execution strategy, risk mitigation etc. as the Host Society moves through the various stages of budget and planning development.

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## **HOSTING STANDARDS**

### **101 Executive Office**

#### **101-A Board Corporate Authority**

The Host Society shall function by virtue of the powers delegated to it by the NAIG Council. The Board of Directors of the Host Society assumes full responsibility for all financial and organizational commitments entered into relating to the staging of the North American Indigenous Games.

#### **101-B Incorporation**

The Host Society must incorporate as a non-profit organization within 6 months of the award of the Games.

The announcement of the Host Society and initial Board of Directors shall be carried out by the Executive Committee of the NAIG Council within 12 months following the date on which the site of the Games was granted, following the conclusion of Hosting Agreement.

#### **101-C Board Remuneration**

No voting member of the Board of Directors of the organization will be employed by contract or salaried by the Host Society. Members of the Host Society Board of Directors shall be allowed to receive a reasonable remuneration.

#### **101-D Hosting Agreement**

The Host Society must sign a Hosting Agreement with NAIG Council within 12 months of being awarded the Games, and in no case less than 30 months from the start of the Games.

#### **101-E NAIG Council Appointments**

The Host Society shall accept the appointments of two representatives from the NAIG Council to the Host Society Board of Directors. These representatives will be appointed by the NAIG Council Board of Directors and serve on the Host Society Board in an ex-officio capacity. The Host Society shall pay for travel, accommodation and meals for the representatives to attend quarterly meetings. The NAIG Representatives will participate in all other meetings via conference call. In the case that the appointed representative cannot attend meetings, the NAIG Council will appoint an alternate representative. The Host Society shall provide the NAIG Representatives notice in writing at least (four)

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weeks prior to a meeting. The Host Society shall provide the NAIG Representatives with copies of all business reports and other such written material for the meeting at least two weeks in advance of each meeting via mail, electronic copies or fax.

#### **101-F Board Corporate Representation**

The Host Society's Board of Directors must seek representation from stakeholder groups to reflect the hosting partnership such as:

- Host Indigenous Community
- Provincial/Territorial/State Government representatives
- Municipal/County Government representatives
- Two (2) NAIG Council appointed representatives as non voting members
- Indigenous communities of the region

#### **101-G Multi-Party Funding Agreement**

The Multi-Party/Funding agreement must be signed within 30 months of the start of the Games with the major funding partners of the Host Society and establish the following

- Identification of legal entity for each party
- Responsibilities of Each Party
- Funding guarantees and conditions of such
- Key Milestones and Payment Triggers

#### **101-H Host Society Dissolution**

As early as reasonably possible, but no later than 2 months after the Games, the Host Society in consultation with funding partners and the NAIG Council, will have in place a comprehensive plan to manage the post-Games wind up of the Host Society. In addition, the plan will include provisions for the assignment or disposition of any other rights, responsibilities, obligations or assets of the Host Society and will identify the appropriate authority (ies) and potential resources to execute the plan. Attention will be paid to the collection and organization of archival material and to the transfer of such material to the agreed upon beneficiaries. The Host Society will dispose of all real and personal property, meet all legal obligations and pay all of its debts within one year of the completion of the Games unless agreed to otherwise by the NAIG Council.

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## 102 NAIG Council Relations

### 102-A Reporting and Monitoring

The following reporting and monitoring system will be put in place to ensure that the LOC is providing timely and accurate information on the progress of the Games.

1.0 Status Report - at all NAIG Council meetings, and not to be less than every 4 months for a period starting 3 years from the Games until 4 months prior to the Games the Host Society will provide a summary report to NAIG Council that will provide the following:

- Summary of Major Accomplishments for the Period

The accomplishments shall reference the status as it relates to the following:

- Major Milestones (as per Milestone listing)
- Staffing Plan (hires and any major changes in responsibilities)
- Contract/Execution Plan – major contracts that have been let or status of RFP's
- Critical meetings/strategies developed
- Budget Updates

NAIG Council Review – the NAIG Council reserves the right to conduct at its own cost onsite reviews of the progress of the LOC. The NAIG Council shall provide a minimum of 20 working days notice of such visits and agendas of those elements that they wish to review.

2.0 The Primary reporting mechanism on progress shall be the M1/M2/M3 meetings. The LOC shall issue reports and follow-ups/meeting notes to NAIG Council for all these meetings. These reports shall form action lists that the LOC (and Teams) shall be held accountable to.

3.0 NAIG Council shall set with the LOC the deadlines for the following:

- Registration by Numbers
- Registration by Name
- Fees and Fee Payment Schedule

The NAIG Council and LOC shall also jointly agree on the penalties for missed deadlines.

Details will be held in the Governing Rules.

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## **102-B Transfer of Knowledge**

The LOC shall initiate and ensure that there is adequate funding and resources available to facilitate a Transfer of Knowledge program. This shall consist at a minimum the following:

Reports from each functional area that provide detail on:

- Medals
- Meals
- Bus Hours
- Vehicles
- Athletes by Team/Sport etc

Copies of all Official Programs/Publications

Copies of Videos produced

Copies of Sport Schedules and Sport Technical Guides

## **102-C Archival Access**

The NAIG Council will be entitled to use free of charge, before, during and after the Games period, copies of any material prepared for or by the Host Society for purposes of developing and distributing sport promotional literature, films, photographs and video material for presentations in any other appropriate medium and for the preparation of such education materials as the NAIG Council, may from time to time determine but not for the purposes of marketing, licensing or any other form of fundraising. The Host Society will provide, without cost, such consents in writing as maybe necessary or desirable for such purposes.

## **102-D Intellectual Property Legacy**

Upon its winding up, the Host Society will transfer, to the extent possible, all the intellectual property that it develops or acquires to an organization as agreed by funding partners and the NAIG Council.

## **103 Medical**

### **103-A Chief Medical Officer**

The Host Society shall appoint a suitably qualified Games Chief Medical Officer.

### **103-B Medical Staff and Services**

Under the direction of the Games Chief Medical Officer, the Host Society must assemble a medical team and support personnel able to meet the service schedule for the medical clinic and to provide the venue medical services.

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The Host Society shall ensure that proper medical teams are available at all venues hosting NAIG events.

### **103- C Support Services**

The Host Society must establish a working relationship and, if necessary, secure signed agreements for special services with local health board, medical services providers and the local hospitals.

### **103-D POLYCLINIC**

The LOC must plan and deliver a Polyclinic. The Polyclinic must:

- Be open for a minimum of 12 hours a day for the complete duration of the Games. At a minimum this will be 1 hour before start of all competitions and 2 hours after all competitions.
- Be available for all accredited Athletes and Team Officials on a no charge basis
- Be accessible by the Games bus service
- Provide the following services at a minimum:
  - Basic triage and first aid
  - Assessment and referral – on call services and outpatient access must be available for:
    - Emergency Dentistry
    - Counselling
    - Medical Specialists
    - Hospitals
  - Medical taping – for injuries only
  - Incident Reporting (for both Polyclinic as well as Venue Incidents)
  - Telephone Support to Teams on medical. The Polyclinic needs to have 24 hour answer capabilities through the GOC.
  - Coordination with hospital/ambulance and third party medical providers - this includes expediting of intake procedures at hospitals and third party
  - Coordination with transport where required for hospital/third party transfers
  - Monitoring of infectious disease and implementation of containment/information update in the event of such outbreaks.

### **103-E MEDICAL INCIDENT REPORTING**

The LOC must institute a Medical Incident Reporting system. The incident reporting needs to capture the various types of incidents including:

- Gastro Intestinal
- Injuries - by type

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- Sun and Heat Related
  - Insects

The incident reporting must capture all incidents at Sport Venues, Villages and other official Games venues.

The incident reporting needs to be developed in such as fashion as to support the needs of the Chief Medical Officer of the Games for overall interface with Health Authorities.

The incidents must be reported in summary fashion to the daily Chef de Mission meeting and a comprehensive document within 8 weeks following the completion of the Games needs to be prepared for each participating team, one copy for NAIG Council and one copy to the host of the next NAIG Games.

### **103-F SPORT VENUE MEDICAL SYSTEM**

The Host Society must institute the following minimum standards for NAIG Games:

- There must be a medical space at all sport venues. This space is to be staffed at all times by qualified first aid trained person. This person must also be either on radio or phone for venues where there is not a direct line of sight from competition area to medical space.
- The medical space must have a fully stocked first aid kit available at all times
- Ice or “Ice Packs” must be available
- The Medical responder must have access to phone or radio to call for emergency services
- Where doctors are required on site for sport competition as per NAIG Technical Package, then these personnel shall be in addition to the First Aid responders.

### **103-G DRUGS, ALCOHOL AND SUBSTANCE ABUSE**

The Host Society shall be obliged to ensure that the Governing Rule policies on Drugs, Alcohol, Smoking, and Substance abuse are able to be enforced and monitored at all times during the Games. The Host Society shall use best efforts to provide educational and awareness opportunities during the Games for Athletes on these topics. The Host Society shall not be required to establish any testing regimes for Athletes but shall use best efforts to monitor and report any use of performance enhancing substances by Athletes.

### **103-H MEDICAL INSURANCE**

All Teams shall be responsible for obtaining and demonstrating to the HOST Society the proof of valid medical insurance for coverage in the country in which the Games will be held. SEE GOVERNING RULES

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## **104 Mission Staff Services (See Governing Rules)**

### **104-A Chef de Mission Meetings**

The Mission Staff meetings are referred to as M1, M2, and M3. There are three mandatory meetings to be held during the course of planning.

These mission staff meetings are critical to the planning of Athlete Services for the Games and attendance at the meetings is recommended for all teams planning to attend the Games.

- The Host Society will facilitate the planning of the Mission meetings by setting the dates at least 3 months in advance of each meeting.
- Each team may bring up to 3 people to the Meetings. At least one of the representatives must have the delegated authority to make decisions for their teams at these meetings.
- Meetings will be a maximum of 3 days
- The Host Society shall cover the costs of the meeting including conference room costs, 2 meals and social functions for not more than 3 days.
- The Host Society shall be responsible for reserving meeting space for each Chef de Mission Meeting but shall not be responsible for Chef de Mission travel to and/or from such meetings, or for payment of hotel accommodations for individual Chef de Mission-and other attendees.
- All Team Chef-de-Missions and staff will cover their own costs of hotel and travel to and from location of the meetings.
- The Host Society must convene at its expense, monthly Mission teleconferences in the last twelve months prior to the Games.

The timing of the meetings shall generally as follows (dates to be confirmed with NAIG COUNCIL ):

- M1- 16-18 months prior to the Games
- M2 -7-8 months prior to the Games
- M3 - 2 months prior to the Games

The LOC will create 1 binder for each Team for each meeting that will contain the backup material/reports/plans associated with each agenda item. The information, where possible, shall also be made available electronically.

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The LOC will take notes at all sessions and create an action and issues list that shall be agreed upon at each session and then made available to all teams following the meeting.

The following agenda items are mandatory for each meeting:

**M1 - Presentations:**

- Preliminary Venue Plan including Venue Tour - including a review of Venue facilities and services
- Preliminary Villages and Food and Service Plan including venue tour
- Sport Delivery Plan
- Sport Registrations Plan
- Review of Sport Technical Plan
- Status of Organizational Plan
- Accommodation Plan
- Level 1 Sports Schedule
- Customs Regulations and Procedures

**M2 - Presentations:**

- Venue Plan-Venue Tour
- Sport Delivery Plan
- Villages Plan
- Food Service
- Athletes Village Plan-Venue Tour
- Transport Plan
- Ceremonies Preliminary Plan
- Accommodation Plan
- Registration by Name System
- Review of Entry by Numbers
- Medical Plan
- Level 2 Sports Schedule Presentation
- Update on customs regulations and procedures

**M3 - Presentations and Updates:**

- Venue Plan
- Sport Delivery Plan
- Villages Plan
- Food Services Plan
- Arrivals and Departures Plan
- Ceremonies
- Updates on Accommodation Plan
- Festivals Plan
- Transport Plan

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- Level 3 Sports Schedule Presentation
  - Accreditation Plan
  - Medals Ceremonies Plan
  - Medical Plan

#### **104-B Mission Staff Offices (see Governing Rules)**

The LOC must provide Mission Staff offices as per the following minimum standards:

- Offices must be available a minimum of 3 days prior to start of Games and available until the day after Closing Ceremonies
- Offices must be in a secure area
- High Speed Internet (wireless at a minimum and cabled as additional option) must be available
- Offices must be available to be open at least 12 hours a day coinciding with Polyclinic and Food Service hours
- Each team is to be given a space with Table/Desk with four chairs
- Each Team shall have shared access to photocopiers at no cost
- Fax (long distance at Teams cost)
- Printers
- Shared Computers with access to Internet and Printers

#### **104-C Daily Chef Meetings (see Governing Rules)**

During the Games period, beginning 3 days from the start of the Games, until the end of the Games, daily Chef meetings will be held each morning (or at agreed to times), which may be attended by the Chef and a maximum of 2 additional Team members. The Host Society shall provide information and receive and answer questions as required. The information/updates provided shall include at a minimum:

- Sports Update—schedule changes, updates on results, protests, Coaches meetings.
- Operations Update- accommodation, villages, food services, transport, accreditation, security
- Medical- incident reporting
- Ceremonies Updates (prior to Opening and Closing Ceremonies)

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## **151 Financial Services**

### **151-A Business Plan**

The Host Society must create a Business Plan based on the requirements as set out by the NAIG Council no later than 30 months prior to the start of the Games.

The Business Plan which will guide the organization, financing and operation of the Games shall be presented to the NAIG Council for approval and shall include the following components:

- Values, vision, mission, goals and objectives statement
- Organizational plan and structure
- Operating budget which includes all sources of funding, a complete set of financial projections and cash flow projections. The budget shall include the scopes of work for all work packages set out in the NAIG Planning framework.
- Marketing Plan for achieving sponsorship revenue and value-in-kind support targets
- Deficit avoidance plan that will include the requirement for the Host Society to immediately implement remedial measures to eliminate a Deficit and to establish acceptable levels of risk. This involves the establishment of contingency funds and management of such contingency for both revenue shortfalls and unforeseen expenditure variances
- Financial investment policy and risk management policy
- Execution strategy for acquiring services required by the Host Society and for identifying how those services will be provided (for example, by the Host Society, third-party sponsorship, volunteer support, or by other means).
- Human resources plan regarding paid staff and volunteers
- Venue Plan – including identification of facility use agreements required

### **151-B Reporting & Review**

The Business Plan shall be updated and presented to NAIG Council at the following intervals (and where possible linked to NAIG Council).

- 30 Months prior
- 18 months prior
- 12 months prior
- 4 months prior

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By way of the updates the Host Society must keep the NAIG Council Executive Committee informed regularly of everything relating to the Games, must be in compliance with the provisions of the NAIG governing rules, and to comply with any recommendations and decisions of the NAIG Council Executive Committee.

The NAIG Council must approve any significant modifications to the Business Plan. Significant modifications shall be defined as changes in plans that will result in a variance to hosting standards, or where increased risk to the delivery a component of the Games will result from this change including material cost or revenue variances.

The Host Society must provide the NAIG Council with audited financial fiscal year end statements within 180 days of the end of each financial year during the period of preparation for the Games.

Within one year of the Closing Ceremonies the Host Society must submit to NAIG a set of audited financial statements covering the entire period of the Host Society's operations.

The Host Society will provide the NAIG Council authorized auditors or accountants with reasonable access during normal business hours for examination and audit of books accounts and records of the Host Society. The NAIG Council reserves the right to have the Host Society financial records audited at a cost to be borne by the NAIG Council. The Host Society will ensure that all audited financial statements of the Host Society will be in accordance with Canadian/USA or Provincial/State accepted accounting principles.

If the Host Society financial forecast projects a Deficit, the Host Society shall provide written notice within (5) five working days to the NAIG Council and all funding partners of the financial forecast and will also specify the measures that it proposes to take to remedy the projected Deficit.

### **151-C Financial Guarantees**

The Financial guarantee for the funding for the NAIG Games must consist of the following elements:

- The Host Society must provide a guarantee of not less than 65% of the total estimated costs of the Games (not to be less than \$6.0 million) no later than 30 months prior to the start of the Games. The guarantee will may take the form of a signed multi-party agreement with the key funding partners, irrevocable letters of credit, or named corporate pledges. The guarantee(s) must contain provisions that the agreed to funding will be forwarded in consideration of meeting obligations as specified in the agreement, and will be forwarded in a manner that supports cash flow requirements of the Host Society.

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- Any budget shortfall that is shown on the Business plan shall be required to be covered by a guarantee of this amount in the event of the Games incurring a deficit. The shortfall shall be defined as the difference between the guaranteed funding, the projected participant fees (based on agreed to rates) and the projected amount of marketing revenues. Additionally the NAIG Council shall be entitled to independently review the marketing revenue forecasts, and based on this review shall be allowed to demand that up to 50% of the forecasted marketing revenues to be covered by this deficit guarantee. The guarantee must be from a legal entity that is a party to the multi-party agreement.
  - At a minimum the Host Society must have established, no later than 6 months after the award of the Games or 30 months from the start of the Games, clear and unencumbered cash reserves of not less than \$500,000 to meet the initial planning efforts of the Host Society. The reserves shall be in the form of bank account, or escrow account or irrevocable line of credit that the Host Society shall be able to access. NAIG Council shall be able to witness evidence of such account.

### **151-D Policies**

The Host Society shall establish policies to govern and manage the organization. The Host Society shall develop and implement the policies and procedures to guide the management and organization of the Games. These policies shall consist at a minimum of :

Purchasing and Tendering Policy  
Conflict of Interest  
Financial Investment Policy  
Risk Management Policy  
Management and Staffing Policies and Procedures

Examples of such policies are attached to this document.

### **152 Office Administration**

None

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## **153 Legal and Risk Management**

### **154-A Indemnification**

In obtaining liability insurance, the Host Society must save harmless and indemnify the NAIG Council in relation to the operation and associated operation of the Games.

### **154-B Insurance Policies**

The Host Society will, upon its incorporation and at its expense, obtain and maintain mandatory Comprehensive General Liability insurance in an amount not to be less than \$10 million or whatever figure is required by subsequent funding or contracting requirements. CGL will be in place no later than 30 months from start of Games, and shall be in place when hosting agreement and multi-party agreement is in place.

See Governing Rules for Participant Insurance Needs

Other insurance coverage deemed necessary by the Host Society will be submitted by the Host Society to the NAIG Council for information purposes.

## **154 Procurement and Contracting**

None

## **155 LOC Staffing**

None

## **201 TECHNOLOGY**

### **201-A Web Site**

The Host Society must develop a web site that is live a minimum of 24 months prior to the Games.

### **201-B Telecommunications**

The Host Society must provide an efficient telephone and radio system that will connect all Games operations. The communications system must include all sport and non-sport venues, the Games Village, Mission Centre, Games Operations Centre, Results Centre, Media Centre, dispatch headquarters and venue sites as well as mobile radios for Games/vehicles.

The Host Society must provide the technology requirements specified in the Sport Technical Package for the delivery of the Sports Program.

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## **201-C Venue and Sport Technology**

See 104 Mission Staff Services for required standards

See 451- Communications and Awareness for Media Centre Standards

See 251- Sports

## **251 SPORT DELIVERY**

### **251-A Sport Program**

Refer to Sport Technical Package and Governing Rules

### **251-B Technical Packages**

The NAIG Council is responsible for the creation and distribution of the NAIG Sport Technical Package.

Following the approval of Technical Packages by the NAIG Council, the Host Society will publish the Technical Package for each sport, at least one year in advance of the games, and will distribute to each participating region/teams of NAIG.

### **251-C Sport Sanctioning**

Refer to Sport Technical Package

### **251-D Sport Facilities**

The Host Society must provide sports facilities that meet all of the minimum standards for Games sports and must recognize the authority of the Sport Competition Manager to approve the field of play.

### **251-E Sport Schedule**

Also Refer to Sport Technical Package

There will be three levels of Sport Schedule that must be issued by the LOC.

- Level 1- Sport by Sport showing proposed days – Must be produced by M1
- Level 2- Sport by Sport showing proposed events per day—to the Age Category level – i.e. Bantam Baseball, Midget Female Volleyball. If possible the event listing for individual sports i.e. Bantam 100 M – Midget 800 Freestyle with allocation per days would be presented. First Version due by M2. Final due by April 01.

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- Level 3- Sport by Sport with Games and events shown on a venue by venue basis. Due by M3.
  - Level 4-Sport by Sport with Events- will also show Allocation of teams to each Game and finalization of each event within the sport (by age category). Due 15 days from start of Games.

## **251-F Sport Programs**

See Governing Rules

## **251- G Sport Equipment and Materials**

The Host Society must provide all the material and the equipment required for competition and practice in all sports. Sport venues must also have the necessary equipment and supplies to ensure competition occurs. The purchase of new sporting equipment, i.e. game balls, etc. must also conform to the sport technical package.

## **251- H Sport Registration System**

The LOC must provide for a sport registration that provides for the following:

- Initial registration by number as per the Technical Package
- Registration by Name as per the Technical Package
- The registration by name must be online.
- It must allow at least one member of each team to act as a group organizer to register athletes and officials.
- Entry must allow registration by Age Category and to eligible sport and events within that Age Category
- The system must provide the ability for at least one member of the team to act as a group organizer to edit records
- The system ideally will allow photos to be uploaded on line
- System must be able to record at a minimum the following information per each Sport Registrant:
  - Name
  - Age/Birth date
  - Address
  - Contacts including Emergency Contacts
  - Medical Information- allergies/disabilities/prescriptions. Optional information would include Biographical information on each participant.
  - Role (i.e. Athlete/Coach etc)
  - Events competing in—i.e. 100M, 200M
- The system must allow the use of the information in the Sport Registration system to be used for accreditation purposes.
- The system ideally will provide reports on numbers of entries by Team/Sport/Event/Gender and Roles (i.e. Athletes/Mission Staff/Coaches etc)

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- The registration system must be able to be identified and must be demonstrated at the First Mission Staff meeting.

### **251-I Sport Results**

The Host Society must develop a Results plan to be approved by the NAIG Council.

The LOC must provide a centralized results system that will have the following functionality:

- Allow capture of all results for each sport and event. This will include names of athletes (and or Teams for each Game/Match) the score/time or result and ranking—including the allocation of medals to team and/or individuals.
- The results system will allow search and reporting of results by Name, Team, and Sport at a minimum. Other searching and reporting that would be beneficial would be by City, Medal type, Event date.
- Local results system for each sport may also be made available on the Internet, but an overall results system must be available to report results regardless of sport.
- Results system must be capable of producing hard copy final results on a sport by sport basis, and a “Team Specific “results book that will provide a summary for a Team on a sport by sport basis. (These hard copy results may be produced by Local results systems).
- A daily summary of medals and associated points shall be made available to the Mission Staff.
- If centralized results are batched (i.e. entered after the event has taken place), then batch results must be posted within 48 hours of the event taken place, and all results should be finalized within 48 hours of the conclusion of the Games.
- Hard Copy results books must be made available – 2 master copies to NAIG Council, 1 Team and 1 Master copy for each Team participating in the Games, and 1 Master Copy for the Next host of the Games- within 8 weeks following the conclusion of the Games.
- The Main Results Centre will make available through various means the results and Team Standings to the media, team chef de missions, participants, spectators and general public. In addition, local results must be displayed for viewing by coaches, athletes and spectators in an established at each sport venue.

### **251-J Sports Technology**

The Host Society shall provide the necessary sport technology including copiers/faxes/computers and timing and scoring systems for each Sport in order to support sport competition.

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## **251-K Sport Medals and Medal Presentation**

The Host Society is responsible for planning the sport medal presentations and sport award ceremonies and of the Games and the said plans to the NAIG Council Executive for approval.

The Host Society must design and produce medals and ribbons based on the technical program approved by the NAIG Council and provide for the expense of design and production within its operations budget.

Medals will be awarded as per Sport Technical Package and Governing Rules.

The Host Society shall present a set of medals to the NAIG Council for archival purposes.

Sport medal presentations shall be held in the venue of each sport on the program at the close of the finals of each event.

The Host Society shall select the sport medal presenters from the host community, games sponsors, political leaders, and athlete role models. The Host Society will be given full discretion to select presenters.

No Team Flags are required to be flown/shown at Medal Ceremonies.

## **251-L Sport Awards**

*See Governing Rules- for Cost and Coverage*

## **251-M Training Venues**

The Host Society shall not be required to provide access to Training Venues for teams to practice during the Games. Where training can be facilitated within existing Competition venues without added financial or logistical burden to the Host Society, and with no adverse impact to the Sports Schedule, the Host Society shall use best efforts to schedule time for access.

## **301 Venue Operations**

### **301-A Venue Agreements**

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The Host Society must secure access agreements for the competition venues for the duration of the sport specific training and competition schedule.

### **301-B Sport Venues**

As per Sport Technical Package

## **302 Venue Overlay**

### **302-A Temporary Facilities**

For outdoor competitions, the Host Society must provide all required temporary ancillary facilities such as tents, fencing, shade structures, stands and other utilities.

## **303 Signage and Pageantry**

### **303-A Venue Signage**

The Host Society must provide field of play signage at every venue.

The Host Society must produce all informational, directional and sponsor signage for sport (including field of play) and non-sport venues consistent with the NAIG Council Graphics Standards Manual.

## **351 Security**

### **351-A Security Plan**

The Host Society must develop a plan for overall security of all constituents will be ensured at the Games. This includes access control, perimeter control, security checks at all Villages and Venues and while travelling on Games vehicles. Also describes asset protection.

### **351-B Emergency Services Plan**

The Host Society must develop in conjunction with local fire, police and emergency measures organizations an emergency plan that includes scenarios for evacuation, bomb alert, fire and other emergencies for all sport and non-sport venues.

### **351-C Incident Management Plan**

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The Host Society must establish an incident management plan that is approved by the NAIG Council. The incident plan will be incorporated as part of the GOC (Games Operations Centre) procedures.

## **352 Transportation**

### **352-A Transportation Scope of Service**

The Host Society is responsible for providing, at a minimum, ground transportation to all accredited team members, the NAIG Council, VIPs as designated by NAIG Council upon their arrival in the host community for the Games until their departure. Ground transportation service will encompass official Games venues and villages and commence the day before opening ceremonies and continue until the day after closing ceremonies. This shall include transfers from Host Society designated airports.

The ground transportation of all sport equipment and materials for delegations from arrival to departure will also be provided.

The Host Society is also responsible for providing the type of ground transportation to staff, volunteers, officials, medical personnel etc commensurate with their Games duties and responsibilities.

The ground transportation system offered by the Host Society for athletes, athlete-spectators, and mission staff to and from competition venues must be appropriate to the sport schedules.

The NAIG Council must approve the plan for ground transportation of Games participants. Such plan to be submitted and presented at M2 and finalized by M3.

### **352-B Shuttle System**

The bus transport system is one of the most important components of the Games. It must tie together the villages, venues and athletes centre in a way that supports the sports, food services, and athlete services schedule.

The bus transport system must:

- Provide access to all accredited junior team members (including coaches and support staff) at no charge. No services are required to be delivered for senior athletes.
- Must service all sport venues, villages and the cultural venues.
- Meet all safety standards
- Frequency must allow for movement of team members back and forth from venue throughout the day to the Athletes Centre and/or other

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venues. Competing athletes must have priority access to the shuttles. (Note this does not include Villages).

- Village shuttles must run at a minimum for 1 hour following the conclusion of the dinner meal and be available to deliver teams for breakfasts to allow the 30 minute breakfast and 45 minute scheduling window at the Venues.
- Schedule must allow Teams to arrive at a minimum 45 minutes before the start of a game/event and to allow a team to depart no later than 45 minutes following a game.
- Bus transport must provide a minimum of 30 minutes for each meal period prior to transport leaving for a game/village.

### **352-C Parking**

The LOC is required to provide the following parking services and standards:

- Team buses will be provided free parking at the venues and villages. If parking is not available on site, suitable parking nearby will be offered.
- Each mission staff will be provided a minimum of two (2) all access parking passes that will enable free parking at all venues and villages at all times during the period of the Games on a first come first serve basis (understanding that parking might not be available for all Mission staff vehicles at a venue.
- The LOC shall ensure that there is some monitoring and policing of parking areas at all venues to ensure access to designated parking.

### **352-D Motor Pool**

The LOC is required to provide the following Motor Pool services and standards:

- A motor pool that will be available to supplement the Athlete Bus System when an Athlete/Coach accidentally misses the scheduled bus system and will miss competition if the shuttle schedule will not get them to competition in time. The deployment of vehicles for this purpose is at the sole discretion of the LOC and it should not be used as a replacement to the shuttle system.
- Support for Athletes/Teams who have missed meal periods because of late competitions where the bus shuttle system is not able to support these needs
- Support for Athletes needing to be transported to the hospital or polyclinic for health/safety reasons
- For a limited number of VIPS and at the sole discretion of the LOC to provide transport to venues from central designated locations

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- For NAIG Council members to be provided transport to venues and airports from designated locations
  - To support lost or late luggage transport requirements

### **353 Logistics**

None

### **354 Accreditation**

#### **354-A Accreditation Scope**

The Host Society will provide an accreditation centre three days prior to the Games opening ceremonies to accommodate the needs of the NAIG Family.

The Host Society must manage the registration system for all teams. The Host Society must provide photo accreditation according to the accreditation categories and the respective levels of access for each category as defined in the NAIG Council policy.

The Host Society must ensure it has sufficient material, equipment, staff, hours of operation and space to provide all accreditations –including day pass needs.

The Host Society shall consult with the NAIG Council and Local Tribal groups in developing a policy on ceremonial procedures, protocol and accreditation.

The Host Society will treat representatives and guests of North America and local Elders, Tribal Councils in a manner befitting their prestige, office or level of government.

The Host Society agrees that it will provide appropriate accreditation to all persons identified as belonging to the NAIG Family including athletes, coaches, managers, chaperones, Chef-de-Missions, cultural performers, volunteers, VIP's and security

The Host Society shall provide “Games Observer” status to the 2011 NAIG Host Society and any communities interested in bidding on a future NAIG as identified to the Host Society by NAIG.

#### **354-B Accreditation System**

The Host Society shall obtain an accreditation system that will provide the ability to produce accreditation (identity cards) for all Games Family- which would include:

- Teams—athletes/officials/coaches/chaperones/mission staff
- Volunteers and Staff of Host Society
- Sponsors, Suppliers

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Contractors  
VIPS  
NAIG Family as defined

The accreditation system must be in place a minimum of 4 months prior to start of Games in order to load information and testing. It is recommended that the accreditation system be integrated with the team registration and volunteer management systems.

NAIG Council must approve the specifications and capabilities of the system and approve badge layouts.

The accreditation passes for Teams must meet these minimum standards:

- Pass must contain the following
  - Photograph
  - First Name/Last Name Gender
  - Team (Province/State)
  - Village Code
  - Food /Transport Privileges
  - Access Rights
- Passes must be weatherproof and be provided with a lanyard
- Passes must be available to be handed out to the Chef de Mission upon their arrival at the Games as long as the information has been submitted to the Host Society in accordance with Host Society time lines and standards.
- Passes must be available to be reprinted in accordance with Host Society rules and guidelines.

## **355 Accommodation Planning**

### 355-A Accommodation Coordination

The Host Society shall be responsible for booking of a minimum 500 rooms over a period of 15 days (i.e. 7500 room nights) or a number that is set out in the bid guidelines within 24 months of the Games dates. All rooms shall be within 1 hour driving distance from the Athletes Centre. The rooms shall be where possible the same general standard. The Host Society shall not be responsible for the cost of these rooms but will secure the best possible rates, and negotiate contracts that will enable the rooms to be held as long as possible without penalty either to the Host Society or the final room user.

At M2 or before, and upon payment of registration fees as per the NAIG guidelines, the Host Society shall provide allocation of these rooms to the various teams based on team need.

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Teams may at their own discretion and expense secure rooms on their own.

## **356 Villages**

### **356-A Village Clients**

The Host Society is responsible for providing and paying for accommodations and feeding for the following groups (in accordance with fee and payment schedules):

- All Junior Competitors (Yob for19 and Under) who have paid registration fees
- All Cultural Performers that are participants from Teams registered with NAIG as per Governing Rules
- The officials and other personnel of the Teams lodged at the NAIG Village

### **356-B Villages Services**

A secure residence area(s) must be provided to all junior participants. The following are the minimum standards:

- The Village will be open at least 1 (one) days before the opening ceremonies and closed the day after the closing ceremony.
- All junior athletes must be housed by team with a separate split where required by Gender.
- Genders need to be split in such a way as to control access into the male/female area
- Female coaches/chaperones/mission staff or male coaches/chaperones/mission staff are not allowed to stay in same dorm area with athletes of the opposite sex.
- Only accredited team members are allowed to entry the dorms.
- No family members will be allowed access to the dorms.
- Each participant shall be provided a bed complete with a mattress.
- Dorm rooms may not house any more than 30 people per room, and must provide a minimum of 50 sq feet per person in each room.
- All dorms and facilities must meet all fire and safety codes.
- Toilet and sink ratios must be a minimum of 15 to 1 or as required to meet local health standards.
- Access to hot showers must be available to all participants on a daily basis but do not have to be provided at the Villages. Access to shower system must be supported by the bus transport system. Showers must be available a minimum of 12 hours a day when not available at the villages. Shower ratios 15 to 1 or as required to meet local health standards.
- A minimum ratio of 5 to 1 for chaperones to athletes must be maintained by all teams while in the dorms. The chaperones must be a minimum of 21 years of age.
- All villages will be non smoking and drug and alcohol free.

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- The following sports equipment will not be allowed in any part of the “sleeping areas” of the villages.
    - Sports equipment - including balls/bats/lacrosse sticks
    - Weapons - including firearms and archery equipment
- The Host Society shall be responsible for providing secure storage of these items/
- Each participant is responsible for their own security of personal items.
  - Twice Daily janitorial to clean all common areas and washrooms/showers must be in place.
  - The HOST SOCIETY is required to provide adequate security and operational manpower for each dormitory to ensure safety of occupants at all times and to prevent unauthorized access to the dorms.
  - The Chef’s will determine allocation of people to available beds/rooms
  - The Host Society shall determine the rooms /village locations where teams will stay.
  - The HOST SOCIETY’s may set their own rules for:
    - Curfews
    - Rules for food/beverage
    - Day time closures of the dorms

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## 357 Food Services

### 357-A Team Food Services

The LOC is required to provide junior athletes and team officials who have paid their registration fees 2 meals a day - breakfast and evening meal. The meal services shall be to the following minimum standards:

- All food and preparations to be controlled and monitored as per local food safety standards
- All menus and food preparation to be in accordance with the national/local food and dietary standards and input from qualified experts.
- All menus must include options for vegetarians.
- Food Service plan to be submitted at M2 meeting.
- Menus to be submitted at M2 and finalized by M3.
- Food service shall be sampled at M3 where feasible.
- Breakfasts and dinners to be offered for a minimum 3 hour window- a minimum of 2 hours before competition starts for breakfast and a minimum of 2 hours after competition closes each day. All food services must be accessible for Teams to meet the sports and transport schedule.
- Breakfasts must consist of both hot and cold entrees with unlimited portions. Fruit and snacks must be available for takeaway.
- No carbonated soda beverages shall be supplied by the LOC.
- Water – either in bulk/tap or bottled fashion must be available at all times in the food centers. If bulk/tap water is supplied, the LOC must supply one reusable water bottle for each participant.
- Dinner must consist of a minimum of two hot entrees, vegetables, salads, pastas, and rice/potatoes and deserts with unlimited portions. Snacks and fruit must be available for takeaway. Traditional food may also be served-at Host Societies discretion- in addition to these menu items. Fruit and snacks must be available for takeaway.
- Lunch service at the Sport Venues for competing Athlete/Coaches must be available on a user pay basis. The Host Society shall use best efforts to ensure that “fair” street pricing is in place to ensure Venues are not charging premiums for food, and use best efforts to have a range of food items available for purchase.
- Safe potable Bulk or Bottled water must be available for the Athletes at all Venues including villages.
- Food Services shall commence no later than an evening meal the day the villages open (1 day before Opening Ceremonies), and finish with meal following Closing Ceremonies. It will be at the Host Societies discretion to provide any meals outside of this period, particularly breakfast/lunch

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of the Village opening date, and breakfast/lunch on the day the Villages close.

## **401 VOLUNTEERS**

### **401-A Security and Screening Checks**

The Host Society must implement screening for every volunteer that is matched to the level of risk for each specific position.

## **451 COMMUNICATIONS AND AWARENESS**

### **451-A Games Marks**

The Host Society must develop in partnership with the NAIG Council an event mark that matches the NAIG Council corporate look and brand. The Host Society must use the NAIG LOGO, word marks and pictograms as specified in the NAIG Graphic Standards Manual. (NAIG COUNCIL TO DEVELOP)

The Host Society must ensure that all publications, material and signage are produced consistent with the NAIG Graphic Standards Policy and create a Games-specific Graphics Standard Manual to be approved by the NAIG Council.

### **451-B Community Relations Program**

The Host Society must develop a community relations program targeted to the host and surrounding communities to generate awareness of the Games and makes it possible to recruit the required number of volunteers, educate corporate community about Games sponsorship opportunities and encourage ticket sales and media interest.

### **451-C Publications & Archives**

The Host Society must produce the following information for distribution (electronically and/or hard copy)

- Athletes Handbook - including venue information, transport schedules, village and meal times, and Sports Schedule
- Media Services Handbook
- Technical Officials Handbook
- VIP Handbook
- Volunteer Handbook
- An official Games Souvenir Booklet will be published for the general public and NAIG participants. This booklet will be free to all participants.

The Host Society must produce a telecommunications directory that includes all assigned and rental cell phone numbers.

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All material of archival value produced by the Host Society will be collected and organized by the Host Society, and preserved and maintained by the Host Society.

**451-D Medal Design**

Host Society is responsible for the design of the NAIG Medal as approved by the NAIG Council at least 6 months in advance of the games. For first place, gold, second place, silver and third place, bronze.

**451-E Mascot Program/Relay**

Where the Host Society chooses to include a Mascot Program or Relay, the plan for this (these) program(s) must be approved by the NAIG Council.

**451-F Marketing and Communications Plan**

The Host Society must develop an integrated plan a minimum of 24 months prior to the Games and submit to the NAIG Council for approval.

**451-G Research**

The NAIG Council reserves the right to enter into contracts at their sole cost with organizations to perform market research and property valuation.

**451-H Main Media Centre**

The Host Society must provide a Media Centre suitably fitted out with tables, chairs and administrative infrastructure including internet access and faxing capability. Ideally the area will also be able to accommodate press conferences and media briefings.

**451-I Media Access Guidelines**

The Host Society must ensure that all media are made aware of and observe the NAIG Council Media Access Guidelines.

**451-J Team Promotional Material**

The Host Society shall make available at no cost to all participating Teams access to promotional materials to support awareness programs in their own regions. Access shall include access to completed design elements- posters, video, and other promotional elements. The incremental costs of producing the materials and shipping such materials shall be at the teams expense at the discretion of the Host Society.

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## **501 VIP Services & Protocol**

### **501-A VIP Hotel Accommodations**

In anticipation of the VIPs who will attend, the Host Society must reserve a minimum of 100 rooms (1000 room nights) during the Games. Host Society shall book but not be responsible for payment of rooms. Room allocations will be presented at M2. The NAIG Council must approve the type of accommodation selected by the Host Society before reservations are confirmed. Hotel blocks must be must be presented at M1.

### **501-B Host Society Protocol Policy**

The Host Society will consult with the NAIG Council and Local Tribal groups in developing a policy protocol.

## **551 CEREMONIES & CULTURE**

### **551-A Scope**

The Host Society must incorporate as an integral element of its organization of the Games the required protocol and approvals for Opening and Closing Ceremonies as defined by the NAIG Council.

The Host Society must implement a significant Cultural festival to the NAIG Games of interest to all participating units in Canada and the USA that will complement and support the sport program.

The Host must engage a suitably qualified producer/director and supply all technical support for the entertainment to be included in the Opening and Closing Ceremonies and Cultural Festival

### **RE SPORT PROGRAM**

### **551-B Ceremonies and Cultural Festival Plan**

The Host Society will consult with the NAIG Council and Local Tribal groups in developing ceremonial procedures for incorporation into the various plans.

Plans for opening, closing, awards ceremonies and the cultural festival must be presented to the NAIG Council for approval at M2 with final approval at M3.

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## 551-C Opening Ceremonies

Whenever First Nation, Métis, Inuit and Native Americans come together in celebration, their dances, songs and traditions bring forth the color and beauty of their rich cultures. The North American Indigenous Games will be a celebration featuring Aboriginal cultural performers from North America expressing themselves in their traditional dance, music, dress and language. The Opening Ceremony sets the tone for the entire Games and must be inspiring.

The rich cultural heritages will be showcased at the Opening and Closing Ceremonies and at the Cultural Village, which will provide a unique opportunity to experience the different Indigenous cultures of Turtle Island (North America).

- The Official Program including the cultural component and athlete procession should not be longer than two and half hours. The Host Society will be given the discretion on the Cultural performers and acts for the Opening Ceremony. The Host Society has the option of lighting an official games torch to officially open the NAIG. The torch will burn throughout the games and will be officially extinguished at the conclusion of the games.
- There must be four flagpoles: one for the flag of Canada, one for the flag of the USA, one for the Host Province/State and one for the NAIG Council flag which will be hoisted during the opening ceremonies.
- The NAIG Eagle Staff will be presented to the Host Society President by the past Host Society representative. The NAIG Flag will be hoisted at the end of the opening ceremonies to declare the games officially opened.
- The Stage will include dignitaries including the NAIG Council President, the Host Society President, the state or province mayor, the state or province Political Leader, a Government of Canada representative, a USA Government Representative. The state or province Indian/First Nations/Métis or Inuit Leader, Elders as selected by the Host Society.
- After the national anthem of each country, the parade of the participants occurs. Each delegation in its official uniform is preceded by a name-board bearing the name of the country, accompanied by its respective state/provincial flag. The delegations parade in alphabetical order except for the delegation from the past host society who enters the stadium first, and the delegation of the host society, which is the last delegation to enter the stadium.
- Each Team at their discretion can include cultural performers, Elders, Children, Coaches and Mission Staff as part of their parade of athletes. Teams can carry traditional flags and symbols of their respective nations. All athletes must be dressed in their Team uniforms or regalia.
- Each team will be given an honor song as they enter the stadium. It can either be a live drum group or a taped song. The parade will also include all the officials of the games. They will march in as a group following the athletes.
- The flags of the participating units, as well as the name boards, shall be of equal size, and these and their bearers shall be furnished by the Host Society. Each

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delegation, after completing its march around the Stadium, will be providing seating in the stadium at the end of their March.

- Upon termination of the parade, after all the delegations are in place the flags of the USA, Canada and the host province/state are raised. The official anthems of both the USA and Canada will be played. The host country anthem will be last.
- The NAIG Council Flag will be raised prior to the announcement of the official opening of the North American Indigenous Games. An honor guard (American Indian, First Nations, Métis or Inuit) will parade in the flag and have the honor of raising the flag.

The following individuals will be given no more than 2-3 minutes to speak:

Federal/State/Provincial/Local Representatives – USA and Canada

Note - the country, which is hosting the games, has precedence to speak first.

Indian, First Nations/Inuit or Métis leaders as selected by Host Society

NAIG Council President

Host Society President – declares the games open.

The Host Society will deem the order of speakers according to the protocol in their country and traditional territory.

#### NAIG Official Oath Ceremony

- Athlete Oath – selected by Host Society
- Officials Oath – selected by Host Society
- Environmental Oath – selected by Host Society (honoring Mother Earth)
- Elder’s ceremony to honor participants – (prayer and traditional ceremony) selected by the Host Society

#### **551-D Closing Ceremony**

The Closing Ceremony takes place in a location identified by the Host Society after the last event. The Closing Ceremony should celebrate the accomplishments of athletes and volunteers.

NAIG Closing Ceremony Speakers:

Each speaker is allowed no more than 2-3 minutes to speak.

- Host Society President
- Government Representatives from USA and Canada
- City Host Representative
- Elder Representative
- NAIG Council President – will officially close the games and pass the flag onto the next Host Society representative.

Format:

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- No formal grand entry required of athletes
  - NAIG Award Presentations
    - Team Award Presentation
    - John Fletcher Spirit Award
  - Cultural Gala of entertainment to celebrate the success of the games
  - Official Closing of the Games – Announcement of Next Host Society

### **551-E Cultural Village**

The Host Society is responsible for ensuring that a Cultural Village is organized as a component of the North American Indigenous Games. The Cultural Village will include and provide the following:

- Each participating Unit/Team shall be responsible for paying the travel costs of between 1-10 cultural delegates to each set of games. The Host Society and each contingent will jointly make a decision on the final number of delegates with the above parameters. The Host Society will make the final decision on the type of entertainers utilized. The Host Society shall have the latitude, at their own cost, to increase cultural representation from the host jurisdiction.
- The Host Society shall provide accommodation and meal services to cultural delegates similar to that provided for athletes.
- The cultural program shall be consistent with the founding principles of NAIG those being:
  - To promote indigenous cultural activities and exhibitions
  - To promote local indigenous history and culture
  - To ensure a traditional ceremonies that are utilized by the Host Territory are provided for NAIG participants
  - To ensure that traditional foods are for sale throughout the village
  - To ensure that indigenous people are showcased to sell, demonstrate and promote their crafts and artwork. To ensure that indigenous people showcase knowledge and information pertaining to aboriginal youth programs.
  - To ensure that the Cultural Village has met all environmental and health code standards as designated by the City in which the games are held
  - To ensure that an Elders Program is designed to promote cultural and historical sharing through storytelling, ceremonies and interchange
  - To showcase a cultural gala of performers from all participating units at the opening of the Cultural Village
  - The Host Society shall provide transportation to and from the Cultural Village for all participating contingents
  - The Host Society shall provide security, environmental cleanliness and a safe environment at the Cultural Village

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- The cultural program shall be generally available and appealing to the general public in the host community and jurisdiction and all participants and visitors of the NAIG

## **801 Revenue Generation and Cost of Sales**

### **801-A Rights and Benefits**

The Host Society must develop rights and benefits packages for their sponsors. The Host Society must develop a sponsor servicing plan and provide for implementation of the plan within the Host Society budget.

### **801-B Council Properties**

The Host Society must integrate any NAIG Council sponsor program in place at the time that Games are awarded into the Games sponsor program. After the award of the Games, the Host Society will continue to work in collaboration with the NAIG Council in development of national multi-year partners.

NAIG LOGO

### **801-C Sponsor Restrictions**

The NAIG is a drug and alcohol free event. For this reason, Host Societies are strictly forbidden from acquiring sponsorship from alcohol and tobacco companies.

### **801-D Ticketing**

The Host Society must develop a ticketing strategy for the Opening Ceremonies that is presented to and approved by NAIG Council at M2

## **950 Legacy**

### **950-A Legacy Assets**

If the preliminary measure of expenses and revenues after the Games indicates that the Host Society's final audited financial statements are likely to show a Surplus and where the Host Society, in consultation with the NAIG Council and funding partners concludes that the donation of its personal property (in addition to the sports equipment) would be greater value to the sport community than the sale of such personal property converted to cash, this option will be considered. In the event that this option is selected, the Host Society, in consultation with other Parties and the NAIG Council, will

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develop a plan for the donation of sports equipment purchased for the Games to amateur sport organizations throughout the Province/State and organizations associated with the Games facilities which form part of the physical legacy such as local community centers and Tribal Councils.

### **950-B Legacy Plan**

The Host Society must produce a Legacy Plan that enhances support for Aboriginal Sport and Culture and promotes the NAIG movement. The Legacy Plan must address the distribution of:

- All moveable property such as sports equipment and materials
- Medical equipment, office equipment and consumable supplies
- Computer hardware and software, with the exception of the Games-specific software provided by external organizations
- Budget surplus and financial legacy
- Intellectual property, if applicable

The Legacy Plan must address partnership opportunities and efforts to leverage additional and sustainable dollars to enhance the legacies. The Plan is subject to the approval of the NAIG Council.

In the event of a surplus in the Operating Budget, the Host Society will allocate the surplus to a “trust” fund as identified by the Host Society and funding partners. The surplus will be divided as follows:

- a. 10% to the Indigenous Peoples Sports Council or 10% to the Aboriginal Sport Circle of Canada depending on the host nation
- b. 20% to the North American Indigenous Games Council;
- c. 70% to the North American Indigenous Games Host Society for distribution to local, state or tribal authorities for the development of amateur sport development.