



# 2025 MANITOBA INDIGENOUS GAMES: BID MANUAL

Presented by:  
MANITOBA ABORIGINAL SPORTS & RECREATION COUNCIL



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# History of the Manitoba Indigenous Games (MIG)

The Opaskwayak Cree Nation (OCN) will always be recognized as the founders of the MIG. The OCN had the dream for Indigenous youth to participate with other Indigenous youth in mainstream sport competition while at the same time learning many valuable tangible and intangible skills and knowledge about themselves as Indigenous people.

Since the inception of the Games by OCN in 1999, the Manitoba Aboriginal Sports & Recreation Council (MASRC) has since proudly accepted the stewardship of this wonderful and exciting event. The MASRC is the recognized Provincial/Territorial Aboriginal Sport Body (PTASB) for Manitoba, a clear choice of who to entrust this event. This transition of the Games from the OCN to MASRC was done to ensure its growth and development as a provincial event.

The early success of the MIG evolved into a greater need for more sporting, recreational, and cultural events similar in size and scope. To complement the North American Indigenous Games (NAIG), more competitive events were recommended from the grassroots levels to high performance circles.

In response, the MASRC facilitated the opportunity for many more Indigenous multi-sport events in Manitoba, including in 2001, 2003, 2004, 2006, 2007 and 2011.

In 2020, when the COVID-19 Pandemic caused the cancellation of the 2020 NAIG, the MASRC recognized the impacts this had on the Indigenous youth, and in response opted to bring back the MIG, to promote cultural engagement, a provincial wide sense of belonging, and encouraging physical well-being. In November of 2020, it was announced that the MASRC would host a “comeback” of the MIG, since it was last hosted in 2011 in Peguis First Nation and Opaskwayak Cree Nation.

The 2021 MIG were hosted in a virtual format, where schools across the province were invited to take part with their Indigenous youth within their schools. After their participation, the teachers at their school submitted their participants’ results online, where MASRC then determined the top 3 winners across each event, age category and gender. This virtual format allowed Indigenous youth across the province to participate in this provincial event, despite the pandemic. The activities involved in the 2021 MIG included but were not limited to: Long Distance Running, Orienteering, Archery, Foxtails, and the Big Hoop.

The 2021 MIG were such a success that MASRC made the decision to host them for a second year in May of 2022. The 2022 event followed the same virtual format, as the pandemic still did not allow large in person gatherings and travel.

### **Past Hosts**

1999 MISG - Host: Opaskwayak Cree Nation  
2001 MISG - Host: Cross Lake Band  
2003 MISG - Host: MMF Southwest Region  
2004 MISG - Host: MMF The Pas & Opaskwayak Cree Nation  
2006 MIWG - Host: Fisher River Cree Nation & Peguis First Nation  
2007 MISG - Host: MKO, KTC, Awasis Agency of Northern Manitoba  
2011 MIIG - Host: Peguis First Nation and Opaskwayak Cree Nation  
2021 MIG – Virtual  
2022 MIG - Virtual

## **Manitoba Indigenous Games Overview**

The Manitoba Indigenous Games (MIG) provide Indigenous athletes, coaches, and officials in Manitoba the opportunity to fully participate in their own multi-sport competition. It emphasizes active participation in sporting competition for our Indigenous youth regardless of sport specific skill levels, age, and gender. As well as sport competition, these Games provide an opportunity for the youth to meet new friends, develop social interaction skills, as well as learn about diverse cultural and traditional practices.

### **Games Participants**

The Manitoba Indigenous Games are for Indigenous youth in Manitoba, including Metis, First Nations (Status and Non-Status), and Inuit. This competition will be for people aged 18 and under (Born 2007 or later).

### **Long-Term Athletic Development (LTAD) Pathway**

The Manitoba Indigenous Games will focus on 5 core sports (at minimum) that are a part of the North American Indigenous Games (NAIG). The delivery of the MIG will be 2-years prior to the upcoming NAIG, to align with the 4-year cycle of the International competition.

By guaranteeing the incorporation of these core sports, as well as aligning MIG with the NAIG cycle, it encourages a Long-Term Athletic Development (LTAD) pathway. Not only is this a long-term development opportunity for the athletes, but also for the coaches and officials involved at the Manitoba Indigenous Games.

## Cycle for MASRC's Major Games Programs

	2022	2023	2024	2025	2026	2027	2028	2029
<b>Provincial</b>	<b>NAIG 2023</b> Tryouts held provincially	<b>MIG 2025</b> Bid received by communities, and host community is named	<b>MIG 2025</b> Host Community Planning	<b>MIG 2025</b> Hosted in Community	<b>NAIG 2027</b> Tryouts held provincially	<b>MIG 2029</b> Bid received by communities, and host community is named	<b>MIG 2029</b> Host Community Planning	<b>MIG 2029</b> Hosted in Community
<b>International</b>		<b>NAIG 2023</b> Hosted in Halifax				<b>NAIG 2027</b> Host TBD		

The National Aboriginal Hockey Championships (NAHC) are held annually, with a Male and Female team representing Manitoba.

## Sport Program

The following five (5) sports have been identified as Core Sports to the MIG. It is the intention that the selected Host Community/Organization will have the ability to host all 5 of the MIG core sports. The maximum number of sports to be held at the MIG is eight (8), allowing the Host Community/Organization to host extra sports if there is a capacity for it.

The core sports for the Manitoba Indigenous Games are:

1. Basketball
2. Volleyball
3. Softball
4. Canoeing
5. 3-D Archery

Note: If a bidding community/organization can clearly prove they have the capacity to host more than 8 sports, within the allotted time, the MASRC will take that into consideration.

## Number of Participants

The Bidding Community/Organization will provide an analysis of how many Games participants they could comfortably host in their community.

**Once the Host Community/Organization is selected, the MASRC and Host Community/Organization will work together to confirm the number of teams, coach, and athlete selection process.**

## Dates of the MIG

The Host Community/Organization will include in their bid submission what specific dates they would like to host the event. The 2025 MIG must be held in July or August of 2025. The maximum time-allotment to host the Games is 1 week (Sunday-Saturday).

## Governance & Structure

### Manitoba Aboriginal Sports & Recreation Council

The Manitoba Aboriginal Sports & Recreation Council (MASRC) is the recognized Provincial Territorial Aboriginal Sports Body (PTASB) of Manitoba. The MASRC sets the policies and procedures under which the MIG are run and oversees the Games Organizing Committee.

The MASRC will also oversee the technical rules of the sport, and work in partnership with the Provincial Sport Organizations (PSO's).

MASRC Contacts:

<p><b>Mel Whitesell</b> Executive Director <a href="mailto:Mel.whitesell@masrc.com">Mel.whitesell@masrc.com</a> 204-925-5941</p>	<p><b>Gabby Desrochers</b> Director of Major Games <a href="mailto:Gabby.desrochers@masrc.com">Gabby.desrochers@masrc.com</a> 204-925-5689</p>
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### Who can submit a bid?

Any Indigenous community or organization may submit a bid for the 2025 MIG. If an organization is submitting a bid, they should work with the communities they plan to partner with to ensure the availability of facilities, etc.

### The Host Community/Organization

Once the Manitoba Indigenous Games have been awarded to a Host Community/Organization, a Games Organizing Committee (GOC) must be formed and registered as their own not for profit organization with the Government of Manitoba. The Host Community/Organization will establish the GOC which will operate within an agreement with the MASRC and will be led by a volunteer Board of Directors. The GOC will appoint a MIG Manager, this may be a paid position (if required). The remuneration for this position and for other employees (if required) will come from the budget of the Host Community/Organization.

## Financial Benefits to the Host Community/Organization

The financial benefit to the community/organization occurs in two ways: the economic impact of hosting the Games, as well as the Games Financial Legacy.

### Economic Impact:

During the MIG, dollars are spent in the Host Community/Organization by: Spectators, participants, supporters, officials, funding partners, invited guests, volunteers, etc.

Money spent in the Host Community/Organization during the MIG are on: Accommodation, meals, transportation, shopping, entertainment, merchandise sales, etc.

## Games Financial Legacy

The excess of revenue over expenditures as set out in the audited financial statements becomes the financial legacy.

The Legacy is distributed to the Host Community/Organization (80%), and the MASRC (20%).

**Host Community/Organization Legacy amount:** The Legacy is to be spent primarily on the development of facilities or programming in sport & recreation and be signed off by the MASRC.

**MASRC Legacy Amount:** The Legacy will go towards the staging of future Manitoba Indigenous Games.

Task	Who	2025 MIG
<b>Bid document distributed posted on website, social media, and distributed to communities</b>	MASRC	November 14, 2022
<b>Letter of Intent Due</b>	Bidding Community/Org.	February 1, 2023
<b>Bid Submission Due</b>	Bidding Community/Org.	August 31, 2023
<b>Accepting Bids, Bid Review &amp; Community Visits</b>	Bid Review Committee	September to November 2023
<b>Recommendation to MASRC</b>	Bid Review Committee	November 2023
<b>Official Announcement</b>	MASRC	December 2023
<b>Event Dates</b>	Selected Host Community/Org.	July or August 2025*



# Manitoba Indigenous Games Timeline for 2025

\*The dates of the Games can be recommended by the Bidding Community/Organization  
Manitoba Indigenous Games Bidding Process

## Manitoba Indigenous Games Bidding Process

### Step 1: Letter of intent

Communities interested in submitting a bid for the 2025 MIG are required to submit a Letter of Intent to MASRC by the date outlined in the preceding timeline (February 1, 2023).

The letter of intent will provide an opportunity for MASRC to consult with the bidding community/organization to provide some assistance in preparation for the bid, if requested.

The letter of intent should clearly include 1-2 **main contacts for the bidding community/organization** (name, phone number, email address). These are the only contacts who should be engaging with the MASRC during the entirety of the Bid Submission Process.

**Letter of Intent Fee:** The MASRC has established a non-refundable Letter of Intent fee of \$250.00 payable to MASRC. This fee will accompany the interested community/organization's letter of intent.

### Step 2: Bid Submission

Communities must prepare a bid submission that includes all items listed under the "Elements of your Bid Submission" section. The bid submission can be received either electronically or by hard copy, but it must be received by the deadline set out in the preceding timeline (August 31, 2023).

**Bid Submission Fee:** The MASRC has establish a non-refundable Bid Submission Fee of \$250.00 payable to MASRC. This fee will be due for communities/organizations that have met the 2025 MIG Bid Manual Requirements.

**NOTE:** Submitting a Letter of Intent does *not commit a community/organization to submitting a bid*. To ensure an equal bidding process, any questions or additional information that comes about after the bid process is launched, will be shared with all communities who have submitted a Letter of Intent.

## Step 3: Accepting Bids, Bid Review & Community Visits

### Accepting Bids:

The MASRC and Bid Review Committee will only accept bids to host the MIG from communities/organizations that:

- Submit a letter of intent by the deadline
- Submit the non-refundable \$250.00 Letter of Intent Fee
- Communities/organizations who have submitted a complete Bid Submission, including all the Bid Requirements listed in this document.
- Submit the non-refundable \$250.00 Bid Submission Fee

### Bid Review & Community Visits:

MASRC will appoint a Bid Review Committee (BRC). This committee may comprise of PTASB Staff or Board Members, and individuals with prior multisport and major Games experience.

Following the evaluation of the written bid submissions, the BRC will plan community visits. The community visits provide the BRC with an opportunity to further assess the strengths and weaknesses of each bid submission. Additionally, the visits provide the community an opportunity to strengthen, highlight, and enhance components of their written bid submission.

During the community visits, the BRC will be provided an opportunity to ask the bidding community/organization any questions and ask for clarification for any components of the written bid submission.

**NOTE:** If the BRC requests any further details or clarification of the written bid submission or community visit, it is the expectation that the bidding community will provide that information within 1 week of the request.

## Step 4: Recommendation to MASRC

After completion of the evaluations of the bid and the community visits, the Bid Review Committee will put forward a recommendation for approval to the MASRC.

## Step 5: Official Announcement

The Manitoba Aboriginal Sports & Recreation Council will notify the successful community/organization and plan with the successful community/organization for a formal announcement.

# Elements of your Bid Submissions

## Section 1: Introduction

Hosting the Manitoba Indigenous Games is an exciting opportunity for communities to showcase their community to the rest of the province. In this section, take some time to paint a picture of your community, telling us why you are the best candidate for hosting these Games.

### **BID REQUIREMENTS**

- Community Overview
  - Relevant event hosting experience
- Community/Organization Intent to bid
  - Why are you bidding?
  - What makes your community unique?
  - Why should your community/organization be considered over others?
  - What are the potential outcomes the community/organization is looking forward to achieving?
- Community Support:
  - Chief & Council/Municipal Support (Include the proposed/anticipated financial contribution from municipal/council)
  - Other letters of support from key stakeholders and community members
- Forming a Games Organizing Committee (GOC)
  - How/When will the GOC Chair(s) be selected?
  - How/When will the MIG Manager be selected (if hiring)?
  - How will the GOC members be selected?
  - Transition plan from the bidding community/organization to move the bid submission committee to a working GOC

## Section 2: Finance

In this section, please outline the finances associated with hosting the Manitoba Indigenous Games in your community.

### **BID REQUIREMENTS**

- Provide a proposed budget, including all anticipated revenues and expenditures
- Potential sources of revenue generation, including registration fees, fundraising, grants, municipal/council contributions
  - Include any unconfirmed revenue (other grants, sponsorship, etc.)
- How will you decide registration fees?
- Risk Management Plan
  - Including a plan if the Games are in a deficit situation
  - Including a health emergency plan (i.e Covid)

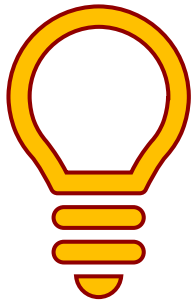
## Section 3: Sport Information

It is the intention that the selected Host Community/Organization will have the ability to host all 5 of the MIG core sports. However, the MASRC understands this is not always possible and should not deter a community/organization from bidding on the Games. Being able to accommodate all sports will impact the grading of a bid but is not the sole determinant in selecting a host.

Equipment: Each host community/organization is responsible for obtaining (through purchasing, renting, or borrowing) and transporting all the necessary equipment required for each sport. Most equipment required to host the Games can be borrowed from PSOs or local sport clubs – The MASRC can help support this process.

### **BID REQUIREMENTS**

- Referring to the MIG Facility Requirements (Appendix A) fill out MIG Sport Venue Facility Information Form (Appendix B) for each sport the Host Community/organization plans to have.
- A map outlining the facility locations
  - Include travel distances between proposed accommodations and sport venues
- Identify the proposed dates of the Games (July-August 2025), and a proposed competition schedule outline for all sports



## TIP

- ❑ Be creative when determining how to play host to all the Core Sports for MIG; consider how to manipulate a sport schedule or partnering with surrounding communities to host all sports.
- ❑ Secure tentative contracts or written agreements with designated venues – doing so will enhance your bid

## Section 4: Accommodations & Food Services

For the 2025 Manitoba Indigenous Games, it is *not* a minimum-standard that communities will have to organize and plan all the specific accommodations and food services for the Games participants.

Whether your community/organization has the capacity to house and feed all Games participants, or not, please outline your communities plans and intentions for Accommodations and Food Services.

### Accommodations

#### **BID REQUIREMENTS**

- ❑ Identify proposed Accommodation's plan/locations for Games participants
  - Does the Host Community/organization have space to house the athletes? Will the GOC organize accommodations, or will it be up to the individual/team?
  - Sport venues CANNOT be simultaneous used for housing athletes
- ❑ Identify an accommodation plan for family/friends who attend the Games to support

### Food Services

#### **BID REQUIREMENTS**

- ❑ Identify proposed Food Services plan/locations for Games participants
  - Does the GOC plan on providing athletes with (all, or some) of their meals, or will it be up to the individual/team?
- ❑ If planning to provide meals for Games participants, provide a meal plan and anticipated costs.

## Section 5: Transportation

### External Transportation

All Games participants are responsible for organizing their own transportation to and from the Host Community/Organization.

### Internal Transportation

For the 2025 Manitoba Indigenous Games, the Host Community/Organization may or may not be responsible for providing internal transportation, based on what the communities' plans are in Section 4: Accommodations & Food Services.

**OPTION A:** The community/organization plans on housing and feeding all Games participants

- GOC is responsible for the organization and scheduling all transportation between all Games venues (sport venues, accommodations, food venue and special events)

**OPTION B:** The community/organization does not plan on housing/feeding, and is asking that all Games participants look after their own accommodations and food services.

- GOC is not responsible to organize scheduled transportation between venues, but is responsible for providing some type of transportation (shuttle service with specific schedule, bus loop, etc.)

#### BID REQUIREMENTS

- Based on Section 4: Accommodations & Food Services, provide your transportation plan for Games participants
  - **Option A** - Scheduled Transportation Plan
  - OR
  - **Option B** - Shuttle/Bus Loop Plan
- Identify how transportation will be managed and looked after during the Games



#### TIP

- Communities can consider multiple transportation options, such as school buses, and motor coaches
- Connect with transportation providers to secure written commitments to ensure accurate budget numbers are reported in the bid

## Section 6: Volunteer Services

Sporting events would not be possible without the support of numerous volunteers in the community. In hosting the MIG, the GOC must recruit, train, and recognize the efforts of approximately 200-300 volunteers (these numbers are based on the 5 core sports).

### **BID REQUIREMENTS**

- ❑ A plan to recruit, train, coordinate and recognize the volunteers
- ❑ Outline how volunteers will be fed during the Games
- ❑ A plan for volunteer screening (Criminal Record Checks, Child Abuse Record Checks) before the Games
- ❑ A plan for volunteer clothing/swag (pieces, cost, etc.)
- ❑ Identify how volunteers with specific qualifications would be recruited (medical services, security, etc.)

## Section 7: Marketing & Communications

An important part of hosting the Manitoba Indigenous Games is building awareness and excitement within the community and the province – before and during the Games. This is accomplished through marketing and communications. This can be done through TV, radio, print ads, website, social media, and much more.

### **BID REQUIREMENTS**

- ❑ Identify how you will raise awareness and interest for the Games
- ❑ Include an outlined marketing/social media plan for promotion of the Games
- ❑ Provide a description of a MIG 2025 logo for your host community/organizing
  - A mock up may be included
- ❑ Include a merchandise sales plan
  - What company would you want to work with?
  - What kind of gear will be sold?
  - How will merchandise sales be handled?

## Section 8: Special Events

Special events at the Manitoba Indigenous Games include but are not limited to: Opening and Closing Ceremonies and cultural events.

The Opening Ceremony is an opportunity for the GOC to be creative and set a tone for the Games, as well as showcase the Host Community/Organization. The Opening and Closing Ceremonies are a great opportunity to recognize the athletes' efforts and achievements, thank volunteers, showcase Indigenous cultures, and recognize the support of sponsors, friends, family, and the community.

### **BID REQUIREMENTS**

- Identify suggested program and proposed venue for the Opening Ceremony
- Identify suggested program and proposed venue for the Closing Ceremony
- Identify if any other special events are planned for the Games

## Section 9: Registration and Accreditation

The GOC is required to organize or procure a registration system for Games participants and volunteers. The GOC will work with the MASRC on the registration process.

All Games participants and volunteers will require an accreditation badge, to participate in the Games. An accreditation badge helps volunteers and the Host Community/Organization who is a Games participant. This identification is especially important for areas/services that are only available to Games participants, such as accessing locker rooms, or Internal Transportation.

### **BID REQUIREMENTS**

- Identify plans for Games registration for all Games participants and volunteers
  - Identify pros and cons of online vs. hardcopy registrations for the host and the community members
- Provide a plan for on-site registration and accreditation pick-up



## Section 10: Medical

The health and safety of the Games participants, volunteers, and supporters is of the utmost importance. It is important to have plans in place for first aid, and medical emergencies.

### **BID REQUIREMENTS**

- Provide an overall medical plan for the Games
- Identify medical professionals in the community that will commit their support to the Games (Doctors, paramedics, nurses, etc.)
- Identify local hospitals, nursing stations, and other medical services available in the community

## Section 11: Participant Experience

As outlined in the Manitoba Indigenous Games Overview Section of this document, the MIG emphasizes participation in sport competition, as well as opportunities for youth to meet new people, develop social skills, and learn diverse cultures and traditions.

### **BID REQUIREMENTS**

- What additional things will the community offer to enhance participants experience?
  - Culturally, socially, etc.
- What will participants and supporters do in the community during downtime from competition?
- Identify any initiatives that will make the participant experience unique to your community

## Section 12: Security

The security of all games participants is extremely important during the MIG. Please develop plans for how you will provide security to all athletes.

### **BID REQUIREMENTS**

- Include a proposed Security plan for your Games participants
  - This plan should be comprehensive of all aspects of the Games, including at the sport venues, at the accommodations site(s), on transportation, overnight, security of the equipment storage facilities, etc.

## Section 13: Games Organizing Committee Structure

Once a Host Community/Organization is awarded the MIG, a Games Organizing Committee will be formed. The MIG Manager will have overall responsibility, and there will be committees formed to look after each major aspect of hosting the Games. Each committee will have a manager, and others, working to execute all the committee's responsibilities.

Each person within a committee will report up to the Committee Managers and update them on all plans, flag any issues that arise and provide ongoing financial updates.

It is essential that all the individuals who oversee these committees meet on a regular basis to:

- share information and eliminate any duplication of service
- enable all committees to work together in areas that overlap

### **BID REQUIREMENTS**

- Include a proposed Games Organizing Committee structure
  - Refer to the Terms of Reference for proposed sub-committees and committee responsibilities (Appendix C)

## Section 14: Legacy

Legacies are an important factor in multi-sport events. By hosting this multi-sport event in 2025, the hope is that there will be legacies left behind in the community for years to come, after the event has passed.

### **BID REQUIREMENTS**

- What sort of legacies does the community need?
- Is there is a financial surplus at the conclusion of the Games, how will the surplus be managed? What project would be under consideration?
- How will the community ensure the execution of the legacy plan after the Games?

# APPENDICES

## Appendix A – MIG Facility Requirements

SPORT	FACILITY	NOTES
Basketball	Gymnasium	<ul style="list-style-type: none"> <li>• Can be shared with other sport(s)</li> <li>• # Of gymnasiums will be determined by # of teams</li> </ul>
Volleyball	Gymnasium	<ul style="list-style-type: none"> <li>• Can be shared with other sport(s)</li> <li>• # Of gymnasiums will be determined by # of teams</li> </ul>
Softball	Softball Diamond	<ul style="list-style-type: none"> <li>• # Of diamonds will be determined by # of teams</li> </ul>
Canoeing	Calm body of water	<ul style="list-style-type: none"> <li>• Host community/organization to provide canoes.</li> </ul>
3-D Archery	Outdoor course, wooded area	<ul style="list-style-type: none"> <li>• Host community/organization to provide all 3-D Targets</li> </ul>
Cultural/Special Events	Variable	
Opening/Closing Ceremonies	Indoor or Outdoor venue	<ul style="list-style-type: none"> <li>• Spectator amount will be based on # of Games participants</li> <li>• Performance stage</li> </ul>

## Appendix B – MIG Sport Venue Facility Information Form

Complete one form for each sport you are planning to host.

**SPORT:** \_\_\_\_\_

**FACILITY NAME:** \_\_\_\_\_

**FACILITY ADDRESS:** \_\_\_\_\_

**COMMUNITY:** \_\_\_\_\_

**FACILITY CONTACT:**

**Name:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**FACILITY DESCRIPTION:**

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**COMPETITION AREA DETAILS: (Size, courts, floor type, ceiling height, score clock, etc.)**

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**EQUIPMENT AVAILABLE: Does your community have sport equipment in your community for this sport? Describe the equipment and indicate who owns it.**

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**Number of Changerooms:**

**Male:** \_\_\_\_\_

**Female:** \_\_\_\_\_

**Number of Showers:**

**Male:** \_\_\_\_\_

**Female:** \_\_\_\_\_



## Appendix C – Terms of Reference

Appendix C outlines the recommended Sub-Committees and responsibilities of the Games Organizing Committee.

### **Medical Services Committee: Terms of Reference**

The committee will serve the medical needs of all Games participants at a level commensurate with a grass-roots level of competition.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To determine Field of Play medical requirements per sport
- Will establish shade areas at the outdoor venues
- Will determine ice and water requirements for the Field of Play
- To determine needs and operation of medical clinic
- To establish spectator and volunteer medical requirements
- To confirm communication (e.g., 2-way radios) needs
- To confirm ambulance services
- To determine medical equipment and supplies lists and cost (part of work plan).

### **Security Committee: Terms of Reference**

To develop a comprehensive security plan for the Games that ensures the safety of all peoples, property, and assets.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To determine coverage of competition sites, if required by the sport
- To control access to facilities, where required
- To secure valuables and sport equipment
- To determine volunteers/paid/police requirements (part of work plan)
- To establish chain of command
- To determine communication requirements (2-way radios)
- To ensure that security volunteers are easily identified by all individuals attending the Games
- To develop emergency exit routes at each site
- To ensure that all volunteers are aware of the emergency procedures as part of the volunteer orientation using the school evacuation plan.

### **Food Services Committee (If required): Terms of Reference**

The committee is responsible for the provision of Food Services to all accredited people for the Games (participants, coaches, officials, VIP's, etc.).

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To develop a menu (part of work plan)
- To determine facility and enhancements required
- To determine staff and volunteer requirements for food preparation, serving and clean up (part of work plan)
- To set hours of operation
- To determine what will be required for participants at lunch and arrange for concessions to be set up at competition venues
- To develop a procedure for late arrivals (e.g. game go into overtime)
- To finalize waste management and recycling plan in conjunction with the Environmental committee.

### **Athlete Transportation Committee: Terms of Reference**

The committee will implement a flexible transportation system for athletes, officials and VIPs.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To develop an athlete transportation plan (accommodations to sport venue, village to opening/closing ceremonies, Games loop)
- To develop parking plan (Villages, Sport Venues, Ceremonies, etc.)
- To determine load zones at each venue
- To determine baggage handling and sport equipment transportation needs
- To determine communication requirements (e.g. 2-way vs. fleet net radios).

### **Headquarters Committee: Terms of Reference**

This committee will overlook the overall set up, take down and operation of the Games Headquarters before, during, and after the Games.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.

- To determine volunteer requirements and job descriptions
- To determine furniture and equipment requirements for the Games Headquarters
- To arrange for furniture and equipment (and storage and setup/removal)
- To determine technology requirements
- To determine hours of operation.

### **Marketing & Communications Committee: Terms of Reference**

This committee will plan for and acquire the technical needs for the Games including office equipment (fax, phone, computer), venue technology (sound system, TV/DVD, computer, etc) and Games time communication needs (2-way radios, cell phone, etc).

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To determine hardware and software needs for pre and during Games time and will assist in their installation
- Will determine communication needs during the Games
- Will determine technology needs to execute the Games
- Will establish a distribution and recovery plan for communication and technological needs.

### **Accommodations Committee: Terms of Reference**

The committee is responsible for the provision of Athlete's accommodations and Technical Officials/Mission Staff accommodations for the Games, which allows for the appropriate level of security, comfort, and privacy.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To determine location of accommodations for athletes, officials, and mission staff
- To determine the available rooms, showers, toilets and sinks available at each accommodation
- To determine enhancements required (e.g. port-a-potties, enlargement of existing waterlines, temporary showers, etc.)
- To determine setup, storage and teardown plans and timelines
- To determine check-in/check-out process
- To establish cleaning requirements and personnel.
- To provide the following services:
  - Lost & Found
  - Information & message centre
  - Post daily results



- Post daily activities
- File and maintain incident reports

### **Youth Entertainment Subcommittee: Terms of Reference**

The committee will be responsible for athlete entertainment for the Games.

Responsibilities:

- To develop a work plan which includes timelines, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions.
- To prepare athlete entertainment plan which should include the following:
  - Furniture/equipment requirements
  - Hours of operation
  - Supervision
  - Internet access

### **Games Signage Committee: Terms of Reference**

This committee will serve the Games' need for direction and venue signage, including Sponsor signage for the Host Societies.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To develop a signage plan that will include the following:
  - Other committee signage needs (indoor/outdoor).
  - Types of signs required.
  - Sign fabrication.
  - Sign location at venues.
  - Consistency in signage.
  - Sign storage (prior to and after the Games).
  - A plan for the installation and removal of signage (including transportation needs).
  - Prepare and install appropriate public awareness signage for the Games.

### **Environment Committee: Terms of Reference**

The committee will be responsible for the overall management of waste and recycling at all competition and non-competition venues. They will ensure that the Host Societies make the best decisions regarding the environment and the reduction, reusing and recycling of materials and resources.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To develop “clean as you go” policy with venue chairpersons
- To develop a recycling plan. Should include the following:
  - Waste and recycling bin needs.
  - Procurement, storage and distribution of bins.
  - Waste and recycling collection plan.

### **Sponsorship Committee: Terms of Reference**

The committee will attempt to maximize all fundraising initiatives to meet revenue targets. The committee will consult with the Managers to determine the requirements for fundraising.

Responsibilities:

- To develop a work plan which includes timelines for delivery of services, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions
- To work with the Manitoba Aboriginal Sport and Recreation Council in developing a proposed corporate sponsorship package and marketing plan
- To report in writing all donations and/or gifts in kind to the Managers for accounting purposes and to the appropriate committee chairs in order to identify that VIK has been received
- To develop a contingency plan
- To ensure there is no conflict with other sponsorship.

### **Volunteer Committee: Terms of Reference**

All division chairs are encouraged to recruit key volunteers for their committees. The Volunteer division will ensure that an adequate complement of volunteers is recruited, motivated, assigned, clothed, accredited, and recognized.

### **Recruitment: Terms of Reference**

The committee will be responsible for the creation and distribution of the volunteer recruitment form and the entry of volunteer data into the database

Responsibilities:

- To develop a work plan which includes timelines for recruitment strategies, a budget, communications, physical/technical/human resource needs, etc.
- To determine volunteer requirements and job descriptions to assist with recruitment and training
- To, in conjunction with Sport, provide an accreditation program that will enable each community to register and accredit all participants and volunteers
- To establish with committee chairs immediate needs

- To assist with the recruitment of volunteers (for each venue) if requested from the committees
- Follow up with all volunteers to assure they are aware of their hours of work and job description
- To ensure that all volunteers have completed the volunteer registration form correctly and completely
- To compile a database from completed volunteer form of all volunteers for each sub-committee to review and recruit at their discretion
- To prepare volunteer registration forms
- To determine placement of volunteers in areas of interest and where their talents can be put to use
- To ensure all volunteers who are volunteering with Access Control and Medical committees have completed their Child Abuse Registry Check and Criminal Record Check two weeks prior to the Games.
- To be responsible for size and quantity of volunteer wardrobe
- To acquire specialized wardrobe for security and medical along with Athletic Services division
- To distribute volunteer wardrobe.

### **Sport Committee**

It is the responsibility of the Host Society – Sport Technical Committee to fulfill the competition requirements for the sports included in the Games.