



**Alberta 55 plus**

# **Provincial Games**

## **Hosting Guidelines**

A guide to understanding and bidding for Alberta 55 plus Provincial Games

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# Table of Contents

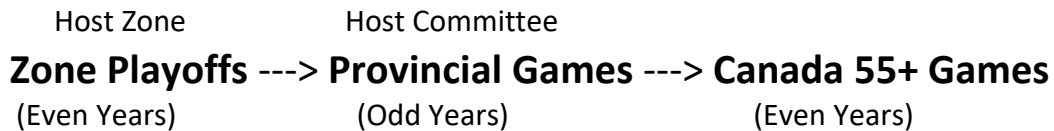
<b>Title</b>	<b>Page</b>
Overview	3
Winter/Summer Games Activities	4/5
Hosting Community Responsibilities	6
Host Community Recommended Committee Structure	7
Additional Considerations	8
Host Committee Checklist	10
Host Community Selection Criteria	10
Alberta 55 plus Duties and Responsibilities	11
Host Zone Responsibilities	11
Sample Budget Worksheet	12

## Overview

The Alberta 55 plus Provincial Games provide a competitive opportunity in a multi-sport event for participants fifty-five years of age and over, in a variety of activities. Alberta 55 plus believes that all communities within the Province of Alberta, that are capable of appropriately accommodating 55 plus participants, should be given the opportunity to host the Games.

## How It Works

Alberta 55 plus has made a conscious effort to ensure that the Games for persons aged 55 plus could be hosted in a variety of localities throughout the Province.



### Zone Playoffs

Each of the eight Zones will have activities in the years of no Provincial Games which are typically held in the fall and early winter. Winners from these events move on to compete in the Provincial Playoffs.

### Provincial Games

Provincial Games are held in odd numbered years and consist of Summer and Winter Games. This document outlines the requirements required for an Alberta Community to partner with Alberta 55 plus and host these events.

The suggested timeframe to host the Provincial Summer Games is the third week of August. This date is not mandatory but is heavily endorsed by the Board.

Event Chairs are not allowed to participate in the same event they are Chairing.

### Canada 55+ Games

Gold and Silver finalists from our Provincial Games qualify to move on to the Canada 55+ Games, which is held every two even years (2020, 2022, etc.)

## Winter Games Activities

Alberta 55 plus will work with your Committee to help develop a Schedule that will facilitate our participants. These numbers below represent projected totals for most events.

Activity	Minimum Facility Requirements	Estimated Hours (over 2 days)	Maximum Number / Zone	Total Participants	Projected
Alpine Skiing	Ski Hill suitable for modified Slalom	16 hours	10	6	40
Ice Curling	Curling Complex – 8 ice curling sheets	14 hours	24	188	160
Cross Country Skiing	2.5 km loop, “stadium” with lap and finish lanes	14 hours	18	15	72
Bowling	Bowling Alley - 8 lanes - 5’x30’	16 hours	14	92	122
Hockey – 3 days	Hockey Arena – 4 Hockey Rinks minimum	24 hours	108	325	576
Darts	8-18” Dart Boards mounted 5’8” from Bulls Eye to floor	16 hours	4	19	32
Euchre	8 tables	14 hours	4	26	32
Snooker	4 tables – 6’x12’	14 hours	2	10	16
Scrabble	8 tables	16 hours	2	7	16
Duplicate Bridge	8 tables	12 hours	4	16	32
Table Shuffleboard	4 tables; standard 14’ length	16 hours	4	16	32
Carpet Bowling	4 lanes - 5’x30’	16 hours	8	0	32
Arts / Creative Writing	1-2 per Zone	8 hours	30 entries	240	N/A
<b>Total Participants</b>	<b>(Estimate)</b>			<b>960</b>	<b>1162</b>

## Summer Games Activities

Alberta 55 plus will work with your Committee to help develop a Schedule that will facilitate our participants. These numbers below represent projected totals for most events.

Activity	Minimum Facility Requirements	Estimated Hours (over 2 days)	Maximum Number / Zone	Total	Projected
Bocce	4 grass courts – 13'x80'	16 hours	8	64	48
Contract Bridge	8 tables	12 hours	4	32	32
Cribbage	16 tables	12 hours	8	64	64
Military Whist	16 Tables	14 hours	8	64	64
Floor Curling	4 sheets - 8'x36'	11 hours	8	64	64
Golf	18-hole Golf Course (preferred)	12 hours	20	160	160
Cycling	10 km appropriate controlled roadway	6 hours	16	128	64
Floor Shuffleboard	4 courts – 6'x52'	11 hours	4	32	32
Swimming	Swimming Pool 4-Lane minimum	12 hours	14	112	45
Horseshoes	4 – Horseshoe Pits	12 hours	8	64	28
Tennis	4 – Tennis Courts	14 hours	8	64	32
8-Ball Pool	4 Pool tables (4'x 8') or (4.5' x 9')	14 hours	3	24	24
Track & Field	4-lane all-weather Track	16 hours	30	240	120
Slo-Pitch	6 – Softball Diamonds (preferred)	21 hours	84	672	280
Crafts & Photography	Room for displaying items	12 hours	38 entries	304	N/A
Pickleball Add	Field House or Gymnasium 8 Courts minimum	16 hours	24	46	96
<b>Total Participants</b>	<b>(Estimate)</b>			<b>2134</b>	<b>1153</b>

## Host Community Responsibilities

1. Produce and submit a bid to host the Provincial Games.
2. Identify potential venues for hosting of the Games. Contact venues.
3. Produce a list of accommodations, and contact information, that would be available for the participants and organizational committees.
4. Produce a list of restaurants within the area that may be interested in ensuring the Games experience is a good one for both participants and organizational committees.
5. Identify catering companies that may be available for banquets or lunches as required.
6. Set dates for the Games in coordination with Alberta 55 plus and zone representatives.
7. Contact the persons/organizations to run the various venues and verify availability of hosting venue and ensure that private venues have adequate insurance.
8. Provide local promotion of the Games so local citizens feel the Games are of value to them and to the community.
9. Make the experience an enjoyable one for participants, ensure they feel welcome and are treated with consideration and respect.
10. With the help of the hosting Zone, identify funding opportunities.
11. Identify a group of 4-6 people (or more) to act as the Organizing Committee from within the Community and Zone who would be interested in organizing the Games.
12. Assign jobs to each person on the Organizing Committee, who may find other people to help them, to cover all the needs.
13. Engage with the community, the City/MD/County, and the local Recreation Board to ensure they are aware of what is required of them. Ensure they are aware of the size of facilities required, what the facilities must contain to host the required Games within the rules of the Games.
14. Identify Games venues, accommodations, restaurants, and catering companies to share this information with those that need it.
15. Make lists of the local volunteers who will help with registration, set up, take down, opening ceremonies, and any other jobs in the immediate community.
16. Utilize the standardized registration and results spreadsheet (excel) management software provided by Alberta 55 plus.
17. Plan expenses that will fit within the Games budget (\$65/person) with a goal of keeping the facilities costs low.
18. Provide a Games schedule to the participants.
19. Post rules at the venues.
20. Identify a method for displaying results at the Games. Consider central location to have a 'gathering spot' for participants to meet and greet.
21. Identify a way to display Zone banners throughout the Games in a visible and secure location.
22. Plan the opening ceremony and agenda. Ensure the banner introduction is descriptive and concise.
23. Provide medical staffing EMS or St Johns.

## Host Community Recommended Committee Structure

### Chairperson

- Chairs all meetings of the Games Committee.
- Set up agenda for meetings.
- Monitor the activities of all committees.
- Liaise with Alberta 55 plus representative.
- Add prior to, a meeting between the Coordinator and Advisors.

### Venues Coordinator

- Match activities with locations.
- Using the list of proposed activities and venues, view proposed sites.
- Tentatively book facility, if appropriate, and negotiate user fees.
- Provide negotiated facility with the name and phone number of coordinator.
- Document name of contact person at venue.

### Activities Coordinator

- Using the list of proposed activities and venues, propose any changes/additions.
- Meet with venue committee and discuss venue qualifications.
- Liaise with Alberta 55 plus for Judges facilitation.

### Finance Committee

- Initiate fundraising activities and sponsorships.
- Meet with all committees to budget expenses.
- Set budget goal for the Games.
- Create a list of possible donors/sponsors
- Work with Zone and Community to obtain funding through grants.
- Submit a financial statement at conclusion of Games.
- Submit a Total Medal Count at conclusion of Games.

### Publicity & Marketing Committee

- Develop marketing campaign for Games coverage.

### Food Coordinator

- Meet with activities committee to organize lunches and delivery if necessary.
- Organize banquet/barbeque if necessary.

### Entertainment Coordinator

- To plan social events as decided by the Host Community.

### Transportation Coordinator

- Plan transportation between venues.
- Consider subsidized transportation to and from various locations.

### Functions & Volunteers Coordinator

- Opening ceremonies, Banquet, Registration, Event venues.
- Set up signs for venues and functions.
- Setup and teardown of all required signage and event materials.
- Coordinate decoration of facility as required.
- Create a list of volunteers.
- Delegate volunteers for set up and tear down operations.
- Meet with volunteers and ascertain qualifications and talents.

## Additional Considerations

### 1. Municipal Support

- A statement of support and commitment from the local municipal council (City, Town, Village, MD or County) and the Zone is required. There should be clarification if the Games will be held in one community or many.

### 2. Organizing Committee

- A minimum of one Provincial Board member must sit on the organizing committee.
- Host Community committee members shall be sufficient in numbers to properly host the Games.
- Include the organizational structure of the Committee for ease of determining contacts.
- Contact information for each member including phone number and email address.

### 3. Proposed Budget

- The Provincial Board will provide a proposed budget form.
- The local committee will use this sheet to fill in the costs they are expecting please substantiate the figures wherever possible.
- Detailed financial reporting will be necessary at the conclusion of the Games in order to provide a tracking of costs over all the Games hosted.

### 4. Food Services

- Required meals to be provided to participants and their registered guests:
  - **Banquet / Opening Ceremonies**
  - **Game Days** – Lunch
- Description of the food service is required.
- Provide a list of food service venues from which the participants may purchase all other meals.

### 5. Transportation

- Sufficient parking is required at all venues for the participants.
- Host may provide local transportation to and between venues should they wish.
- Schedule Volunteer; Internal transportation is needed; ie shuttle.

### 6. Facilities

- The Provincial Board carries adequate insurance coverage for medical.
- Provincial Board will advise on the number of, and size of, facilities needed.
- Host to provide a list of the facilities that will be used, and which events are run in each of them including times open. Provision of a map of the facilities is beneficial. Facility for the opening ceremony is to be separately identified.
- Games facilities may be in several closely located communities if required and it is convenient to the participants.



- Host will identify in advance where people can stay including hotels, RV parks, B&B locations, dormitories available and the facilities in them, and billets so that the participants can make appropriate arrangements.
- If facility too small i.e. bowling alley – Combining groups for lunch considered.
- Venue accessibility to seniors (bathrooms, stairs)

## Additional Considerations continued

### 7. Medical Facilities

- Emergency Medical Responder and Medical considerations are now required.
- A list of the available medical facilities within the community, or in close proximity, is required. Ambulance, hospital, and clinic.
- Provision for first aid treatment at the competition sites—EMR minimum.
- Identify qualified persons from among the attendees.

### 8. Media

- Provide a list of local TV, radio, newspapers, and other forms of media.
- Indicate the level of support that will be provided by local sources for the following:
  - covering the various events throughout competition and for the medal ceremonies
  - personnel or equipment to keep Games statistics throughout the Games.
  - encouraging local support by promoting spectator attendance at those venues where it is feasible.

### 9. Support

- Identify clubs/organizations that may provide support as volunteers at the various service venues, venue organizers and judges, non-professional entertainment, home-based business show, banks/ investment companies who may wish to sell products or services at the business show, mobile food vendors, and a variety of other services that may enhance the Games experience for participants.

### 10. Additional Information

- Include any details of the community and surrounding area that may be of help to the participants in making the decision where to stay, where to be entertained, how long they will want to stay before or after the Games to partake of other amenities available.

## Venue Selection

1. Estimate the number of participants and select sites that will accommodate this number.
2. Ascertain availability of the facility for the required dates.
3. Document the cost of the facility rental.
4. Determine feasibility of the venue for parking, central location, wheelchair accessibility, etc.
5. Select alternative venue in proximity to the original site, in the event of inclement weather.
6. Select venues with accessible access to bathroom facilities and telephone.

## Host Committee Checklist

1. Commitment of municipal support
2. Capability to accommodate participants bringing RV's to Games (up to 300 sites)
3. Capability to accommodate other participants and spouses (up to 700)
4. Capability to accommodate spectators and special guests
5. Capability to feed participants and spouses (approx. 1350)
6. Adequate facilities to host a full complement of activities (12-14)
7. Evidence of organizational ability to host activities
8. Proposed plans for participant entertainment and cultural activities
9. Adequate facilities for Ceremonies (participants and spectators)
10. Adequate plans for internal transportation of participants to venues
11. Adequate preliminary budget preparation
12. Evidence of funding-raising capability
13. Awareness of number of volunteers required and capability to recruit
14. Evidence of community awareness and support
15. Evidence of media awareness and support
16. Evidence of organizational ability
17. Involvement of local seniors in bid preparation and proposed Games' organization
18. Awareness of roles and responsibilities of the Games Partners
19. Creative or unique aspects of proposed Games
20. Experience hosting a major event

## Host Community Selection Criteria

### Physical Facilities

- a) Capacity to host a full complement of sport events (i.e. appropriate size halls, fields, or buildings).
- b) Availability of food service facilities.
- c) Availability of medical facilities.
- d) Availability of adequate accommodations for Games participants and visitors.

### Financial Resources

- a) Adequate fundraising to provide all services.
- b) Ability to apply to AGLC for additional funding, if required.
- c) Ask municipalities to form an incorporated non-profit society.

### Human Resources

- a) Evidence of community support—volunteers required.
- b) Evidence of leadership and organizational ability—to organize the event.
- c) Support of local senior's clubs and organizations.
- d) Support of local media.

#### **Note:**

Accommodations are the responsibility of the participants; however, the hosting community must have sufficient accommodation potential available within a reasonable distance from the competition venues for the participants, spouses, and special guests.

## Alberta 55 plus - Duties and Responsibilities

1. Administer the Provincial Games bid process and select the Host Community with input from the Host Zone.
2. Provide overall planning for the Games ensuring that the event will be high profile and meet a high standard without being cost prohibitive.
3. Establish the philosophy, policy, standards and guidelines of the Games.
4. Establish the list of events to be included as the competition package for the Games.
5. Approve the use of all logos.
6. Set the registration fee which will be paid to the Host Community for use against the required expenses. Any additional charges to participants must be approved by the Alberta 55 plus Provincial Board.
7. Provide standardized registration and results forms to the Host Community and Zones to facilitate accurate data entry and results publication as efficiently as possible.
8. Provide necessary insurance coverage for event and participants. Ensure the Games meet the requirements of these insurance needs.
9. Provide competition format, rules, and select the judges for the Games. Pay judges travel and accommodation.
10. Supply gold, silver and bronze medals for all winners.
11. Provide Alberta 55 plus flag banners and pop- ups for display as required.
12. Identify who will respond to the media as required.
13. Results will be posted on the Alberta 55 plus website.
14. Provide Hosting Guidelines to each Zone and update them as required.
15. Post the handbook of rules online and rules posters for display at each event.
16. Pay expenses for Alberta 55 plus Provincial Board representative attending the Games, Host Community and Zone organizational meetings.
17. Advice on casino development, need for non-profit.

## Hosting Zone Responsibilities

1. Assist Alberta 55 plus in identifying communities that may be interested in hosting the Provincial Games and encourage those communities to submit a bid.
2. Identify experienced organizers, potential judges and volunteers within the Zone who may be willing to contribute to the efforts of the Host Community.
3. Assist the Host Community in identifying sources of funding and other resources from within the Zone.
4. Help the Hosting Community in any way possible to ensure their hosting experience is positive and rewarding for them.
5. Merchandise for sale. I.e. Games pin-people want a memento of the games.

## Sample Budget Worksheet

<b>Revenue</b>		
Registration fees x Expected Participants		Based on \$65.00 registration fee
<b>Expenses:</b>		
Opening Ceremony (includes banquet)		Optional costs depend on hosting community/zone. Require a sponsor for the banquet
Medals	0.00	Provided by Alberta 55 plus
Participant evening event		Optional costs dependent on host community/zone. Require a sponsor for the banquet
Judges Expenses	0.00	Provided by Alberta 55 plus
Participant Meals (included in registration fee)		
Facility Rental		Encourage use of community halls, legions, senior clubs, best to avoid large multi-purpose venues due to cost.
Set up and take down including Janitorial		
Board Organizers/activity coordinator expenses		Majority could be covered by community paid staff.
Rental equipment - chairs, toilets, stands, etc.		
Printing, Computer rentals and results programming		
Volunteer appreciation		
Signage		Who pays depends on use of the signs?
<b>Total Expenses</b>		
<b>Net Income per Games offering</b>		