

**ONTARIO GAMES BID GUIDELINES
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NOTE: If you require a copy of the Bid Guidelines in French please contact the Sport Alliance of Ontario.

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ONTARIO GAMES OVERVIEW

Welcome to the Ontario Games Program!! The *sportalliance* is very excited to present a copy of our Ontario Games Bid Guidelines for the upcoming Games available in 2010-2011. The *sportalliance* delivers six multi-sport Games showcasing Ontario's athletes and communities. The Games offers participants, volunteers and spectators an opportunity to experience the excitement of the Games, while leaving behind an important legacy of community pride and sport tourism development. Since 1970, the Games have brought some of the best athletes in the province together to reach for their dreams and pursue excellence in sport. Guidelines for the following Games are included within the document:

2010 Ontario ParaSport Summer Games
2010 Ontario ParaSport Winter Games

2010 Ontario Senior Games – Actifest
2011 Ontario Senior Games – Winterfest

In recent years there have been a lot of changes and development to the Ontario Games Program. It is therefore a very exciting time to be hosting a set of Games!! The Ontario Games range in size from 250 (Ontario ParaSport Summer Games) participants to 3,500 participants (Ontario Summer/Winter Youth Games) which provides an opportunity for many communities to host one of these events.

The Ontario Senior Games Program is a celebration of Active Living hosted every other year for individuals in Ontario 55 years of age or older. Actifest (Summer Senior Games) is hosted on even numbered years and Winterfest (Winter Senior Games) is hosted on odd numbered years. Actifest brings together 1,400 – 1,800 participants in 16 events and Winterfest has 800-1,200 participants in 10 events.

Paralympics Ontario (PO) has played an integral role in the development of athletes with a physical disability in Ontario over the past two decades. Through an established multi-sport games program, which features the Ontario ParaSport Summer Games held early July to early August and the Ontario Para Sport Winter Games held in mid-January to late February.

The Ontario Youth Games started in 1970 and are the province's largest multi sport event. There are over 3500 participants competing in each of the Ontario Summer and Winter Youth Games. The Ontario Summer and Winter Games are held every 2 years. Collingwood recently hosted the 2008 Ontario Winter Games, and Muskoka Region was recently awarded the right to host the 2010 Ontario Winter Games. The 2008 Ontario Summer Games were held in Ottawa in August, the application process for the 2010 Ontario Summer Games has been completed and the host community will be announced at this years summer games.

OBJECTIVES OF THE ONTARIO GAMES PROGRAM

- Provide Ontario's top athletes an elite level competition in Ontario and a venue to pursue national and international competitions;
- Provide seniors with a venue to participate in a healthy, active lifestyle through friendly competition;
- Providing an athlete centered environment that promotes competition in a fair manner;
- Hosting competitive opportunities that allow citizens to see Ontario's best athletes perform;
- Establishing a community legacy for volunteer capacity for future event hosting;
- Establishing a community legacy for sport development;
- Provide an opportunity for Ontario communities to showcase Ontario's top athletes.

ONTARIO GAMES BIDDING PROCESS

1. **Letter of Intent** – Municipalities interested in submitting a bid for any of the six (6) Games are requested to submit a letter of intent to the Games Director at *sportalliance* by the date outlined in Appendix A. The letter of intent will provide an opportunity for the *sportalliance*, PO or OSGA to make direct contact with you to provide any necessary assistance in preparation for the bid.

TIPS:

- **Submitting a letter of intent does not commit a community to submitting a bid but provides an opportunity to consult with the *sportalliance*, Paralympics Ontario and Ontario Senior Games Association to determine if it is the right opportunity for your community.**
- After Letters of Intent are received for each set of Games a Potential Bidders Meeting will be hosted by the *sportalliance* to provide all communities with an opportunity to learn more about the Games Program and ask any questions prior to assembling a Bid Package.

2. **Bid Submission** – Municipalities must prepare a Bid Submission that includes ALL items listed under the Bid Requirements section. Six (6) copies of the Bid Submission must be received at the Sport Alliance of Ontario by the deadline set out in Appendix A – Critical Dates for the 2010 – 2011 Ontario Games Bid Process.
3. **Bid Review and Site Visits** - The *sportalliance* will appoint a Site Review Committee (SRC) which will evaluate the Bid Submissions based on the requirements outlined in the Bid Guidelines. The SRC committee is comprised of individuals from the *sportalliance*, PSOs and professionals with experience in hosting multi-sport games. Paralympics Ontario and the Ontario Senior Games Association will be directly involved in the evaluation of Bid Submissions and the Site Review Committee for their respective Games. The SRC will identify a short list of communities for site visits based on the written submission and evaluation.

The site visit provides the SRC community with an opportunity to further assess the strengths and weaknesses of each Bid Submission. In addition, the SRC will be provided with the opportunity to ask any questions and get clarification on their Bid Submission. If required, any further details or clarification requested by the SRC must be submitted within one week of the request. This allows the community the opportunity to strengthen and enhance components of the written submission.

4. **Recommendation to Board of Directors** and Games Council – After completion of the evaluation process a recommendation will be put forward to the following for approval:

Ontario Senior Games	Approval – Ontario Senior Games Association
	Final Approval - <i>sportalliance</i> Board of Directors
Ontario ParaSport Games	Approval - Paralympics Ontario Games Council
	Final Approval - <i>sportalliance</i> Board of Directors
5. **Official Announcement of Successful Community** - Following the evaluation of the written submission and site visits the SRC will notify the successful community and make arrangements for a formal announcement.

ELEMENTS OF YOUR BID SUBMISSION

The Bid Submission must provide a clear indication of how your community would successfully host the Games. Each of the following sections summarizes the critical areas of responsibility for successful Games. At the end of each area of responsibility there is a list of mandatory requirements for your Bid Submission.

1. Introduction

The delivery of the Games is a partnership between the Host Community, *sportalliance* and/or PO and OSGA. It is an exciting opportunity to showcase your community to the rest of the Province. It is important to provide a rationale for your municipality’s decision to bid for one of the Ontario Games. Each Host Community will be responsible for forming a Games Organizing Committee (GOC). The Committee will be comprised of dedicated volunteers who will deliver on the various components of the Games (as outlined in the sections to follow).

Bid Submission Requirements:

- **Community Overview (including achievements)**
- **Community Support**
 - Resolution from Council indicating support for bid**
 - Proposed Financial Contribution**
- **Games Organizing Committee Structure (Appendix B – Sample GOC Structure)**
 - Organization Chart identifying Committee Members**
 - Brief Committee Member biographies**

2. Finance

The *sportalliance* provides the following operating grants for each of the six sets of Ontario Games. Please refer to Appendix C for a summary of expenses that the operating grant must be used for when delivering the Games. In addition, each Host Community will collect the registration fees outlined below for each participant:

Games	Hosting Grant	Participant Registration Fees	Timeframe
Ontario ParaSport Summer Games	\$45,000	\$75	Mid-July to end
Ontario ParaSport Winter Games	\$75,000	\$75	
Ontario Senior Games – Actifest	\$150,000	\$150 (\$250–non participants)	
Ontario Senior Games – Winterfest	\$200,000	\$150 (\$250–non participants)	

Bid Submission Requirements:

- **Proposed Budget including all anticipated revenues & expenditures**
- **Ontario Senior Games – Actifest & Winterfest must include a General Manager position**
- **Potential sources of revenue generation**
- **Risk Management Plan (deficit/surplus)**
 - Indicate the Host is a guarantor if Games should result in a deficit**
 - Provide a resolution from Council**
- **Legacy Plan**

TIPS:

- Please contact the Games Department at the *sportalliance* for sample budgets from previous sets of Games.
- Major Officials for all Games do NOT pay a registration fee but they are provided with meals and accommodation.
- Coaches for the Ontario Summer/Winter Youth Games do not pay a registration fee but they are provided with meals and accommodation.
- Please refer to Appendix D for a copy of the Alcohol & Tobacco Sponsorship & Advertising Policy

3. Sport Technical

A list of current sports in the Ontario Games program is outlined below including information on facility requirements and participant numbers. It is the intention that a selected community will have the ability to host all the sports listed. However the SAO also understands that this is not always possible. It is important to outline which sports your community is able to accommodate and where possible alternative solutions for those sports that can not be accommodated in your community (i.e. – Satellite sites).

Equipment: Each GOC is responsible for obtaining (purchase or rental) and transporting all the necessary equipment required by each sport. The GOC will work directly with the PSO to identify and secure the necessary equipment. NOTE: Exception includes some track & field equipment for the Ontario ParaSport Summer Games and personal adaptive competitive equipment used by the athletes.

Facility and Technical Requirements:

As outlined in the Appendices referenced each sport has minimum facility requirements with technical specifications. In addition, the number of athletes, coaches and officials for each sport are outlined herein. Each Appendix will act as a guide in determining where sports can be hosted within your community.

Appendix E – Ontario Senior Games – Winterfest/Actifest

Appendix F – Ontario ParaSport Winter/Summer Games

TIPS:

- Feel free to contact the Director of Games at the *sportalliance* to generate some ideas on how your community can meet the needs of the sports for each set of Ontario Games
- We work in partnership with the Provincial Sport Organizations to put together a detailed sport technical package which will answer all the questions you need to know about each sport
- Please visit the *sportalliance* website for the most recent Sport Technical Packages for each sport. If any Sport Technical Packages are not posted please call the *sportalliance* for more information.

Based on the constant change in amateur sport, *sportalliance* reserves the right to alter the sports listed and the participant numbers without exceeding the maximum allowed up to one year prior to the Ontario Games.

Bid Requirements:

- **A list of facilities proposed for each sport and facility specifications (i.e. – playing surface dimensions, length/width/depth of the pools)**
- **A map outlining facility locations including travel distances between accommodations and venues**
- **Identify the proposed date of the Games (refer to the suggested timelines in Appendix A – Critical Dates for 2009 – 2011 Bid Process)**
- **Identify a plan for timely collection of results from each venue and posting these results**

4. Accommodation and Meals

The quality of an athlete's accommodation is critical to their performance. It is important to provide the appropriate care and comfort for all participants based on the following requirements.

- Athletes, Coaches, Managers will reside within close proximity to one another creating an Athlete's Village atmosphere (i.e. – University residences, close hotels, etc.) wherever possible.
- In a standard room at a hotel, one person per bed with a maximum of four per room for Ontario Summer/Winter Games and maximum of 2 per room for the Ontario ParaSport Summer/Winter Games (unless other appropriate accommodation is used).
- Due to varied sport schedules no more than one team or sport can be roomed together
- Coaches and athletes cannot share rooms unless in a dormitory style setting in which case two or more adults may be accommodated in a dormitory with minors
- Accommodations must be made available to participants for the duration of the Games (Opening Ceremonies to completion of competition) or their competition
- Identify an accommodation plan for family and friends of the participants so they can come to enjoy the experience

Athletes' performances are very dependent on the quality and quantity of food they receive. As many sports competition schedules differ it is important to be flexible to meet the needs of all sports. It is also important that all meals are well balanced and nutritious. Plenty of water and snacks must be made available as well.

TIPS:

- Please note that participants in the Ontario Senior Games prefer to be accommodated by District
- In a hotel setting, if larger than standard rooms are used to accommodate athletes then the maximum number of athletes per room may be negotiated with the Sport Alliance of Ontario
- Feeding a large number of individuals can seem overwhelming. Think outside the box, for example partnerships with hotels/service groups, meal voucher for local restaurants and boxed lunches at venues!!

Bid Requirements:

- **Identify proposed location(s) for the Athlete's Village**
- **Identify accommodation location(s) on venue map**
- **Address all requirements outlined above and how they will be taken into account when selecting accommodations**
- **Identify the number of fully and partially accessible rooms (mandatory for Ontario ParaSport Games only)**
- **Provide a meal plan for all registered participants, officials and volunteers**

5. Transportation

External Transportation – All participants or Provincial Sport Organizations are responsible for organizing their own external transportation to the Games but the GOC will be required to adopt the travel policies specific to each set of Games. Please see Appendix I (a) Ontario Senior Games, (b) Paralympics Ontario Transportation Policy, and (c) Paralympics Ontario Transportation Policy – Officials. As per the travel policies, the GOC must make all necessary arrangements to pick up participants at the closest airport and train/bus station.

Internal Transportation – It is the responsibility of the GOC to arrange all necessary transportation arrangements to and from venues and ceremonies for accredited Games participants.

Bid Requirements:

- **Provide a transportation plan for registered participants from accommodations to venue and ceremonies (NOTE: Accessible transportation must be provided for the Ontario ParaSport Games)**
- **Within the transportation plan identify the closest airport, train and bus station and how participants will be transported to and from**

6. Volunteers

Any event would not be a success without the support of numerous volunteers in the community!! In hosting the Ontario Games the GOC must recruit, train and direct the efforts of the following number of volunteers for each event:

Ontario Senior Games	400 volunteers
Ontario ParaSport Games	300 volunteers

Bid Requirements:

- **A plan to recruit, train, coordinate and recognize the volunteers**
- **Outline a meal plan for volunteers (volunteers working over a certain # of hours over a meal time must be fed)**
- **A plan to do police checks and screen all volunteers who will be working directly with Games participants**
- **Identify local sport groups or clubs that would have volunteers available to provide technical support during the Games**

7. Marketing & Communications

An important part of any event is awareness building within the community Province wide. This is accomplished through a comprehensive marketing and communications plan. This can be done through television, radio and/or print ads, website and much more. In addition, this area would work directly with Sport Technical services and results in the development of a plan to appropriately distribute information while the Games are ongoing. In accordance with the French Language Services Act it is important that many of the materials for the Ontario Games are provided in both official languages. Please refer to Appendix J for a list of French Language Services Requirements.

TIPS:

- ***Sportalliance*** and the Ministry of Health Promotion are Title Sponsors of all six sets of Games. It is important that they are recognized as such.
- It is a good idea to have the Media Center and Results Center in close proximity to one another!!
- The domain name for Ontario Youth Games has been secured by the Sport Alliance of Ontario for future host communities

Bid Requirements:

- **Identify a Media and Communication Center location and set up**
- **Include a Media Plan**
- **Identify a plan to address French Language Services Requirements**

8. Special Events

The Opening Ceremonies is an opportunity for the GOC to be creative and set the tone for the Games. For many athletes the Ontario Games is the highlight of their athletic career and this is an opportunity to recognize them and their achievements. In addition, it is also an opportunity to recognize the support of sponsors, family and the community for everything they have done to make the event possible.

In addition to Opening Ceremonies, athletes must be recognized through medal ceremonies organized by the GOC. Each sport must have a formal set of medal presentations upon completion of their competition. ParaSport Games medals must also be brailled for athletes with blindness.

Bid Requirements:

- **Identify suggested programs and a proposed venue for the Opening Ceremonies**
- **Provide a plan for a VIP Reception during the event**
- **Outline how medals will be presented and potential medal presenters**
- **Identify if any other special events are planned (i.e. banquet, BBQ, dances)**

9. Registration & Accreditation

The GOC is responsible to organize registration for all participants and working in partnership with *sportalliance*, OSGA and PO on this component. It is our goal to ensure the registration process is a simple and quick process for all the PSOs. It is equally important that all participants, volunteers, medical staff, etc are properly identified and accredited in order to participate in the Games. On-site registration is the first impression a Games leaves with participants therefore an effective and efficient plan will leave a good impression for all.

Bid Requirements:

- **Identify plans for Games registration including athletes, volunteers, VIPs and media)**
- **Provide a plan for on-site registration and accreditation including venues, etc.**

10. Medical

The need for medical support during any Games is essential. It is important to develop a plan for medical emergencies.

TIPS:

- It is a good idea to determine which sport is a high, medium or low risk. This will help identify the medical needs for each set of Games. *Sportalliance* can assist with this process.

Bid Requirements:

Provide an overall medical plan for the Games including:

- **Outline the medical support provided at each venue**
- **Identify local hospitals and medical services available in the community**
- **Identify plans for any other medical support provided (i.e. Physio/Massage clinics at Athlete's Village).**

Thank you for your interest in hosting an event in the Ontario Games Program. We welcome you to the contact the ***sportalliance*** for further information.

Blair McIntosh
Director, Games
Sport Alliance of Ontario
1185 Eglinton Avenue East, Suite 201
Toronto, ON M3C 3C6
Phone: 416-426-7289
bmcintosh@sportalliance.com

Important Websites:

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|----------------------------------|--|
| Sport Alliance of Ontario | www.sportalliance.com |
| Ontario Senior Games Association | www.ontarioseniorgames.ca |
| Paralympics Ontario | www.paralympicsontario.ca |
| Ministry of Health Promotion | www.mhp.gov.on.ca |

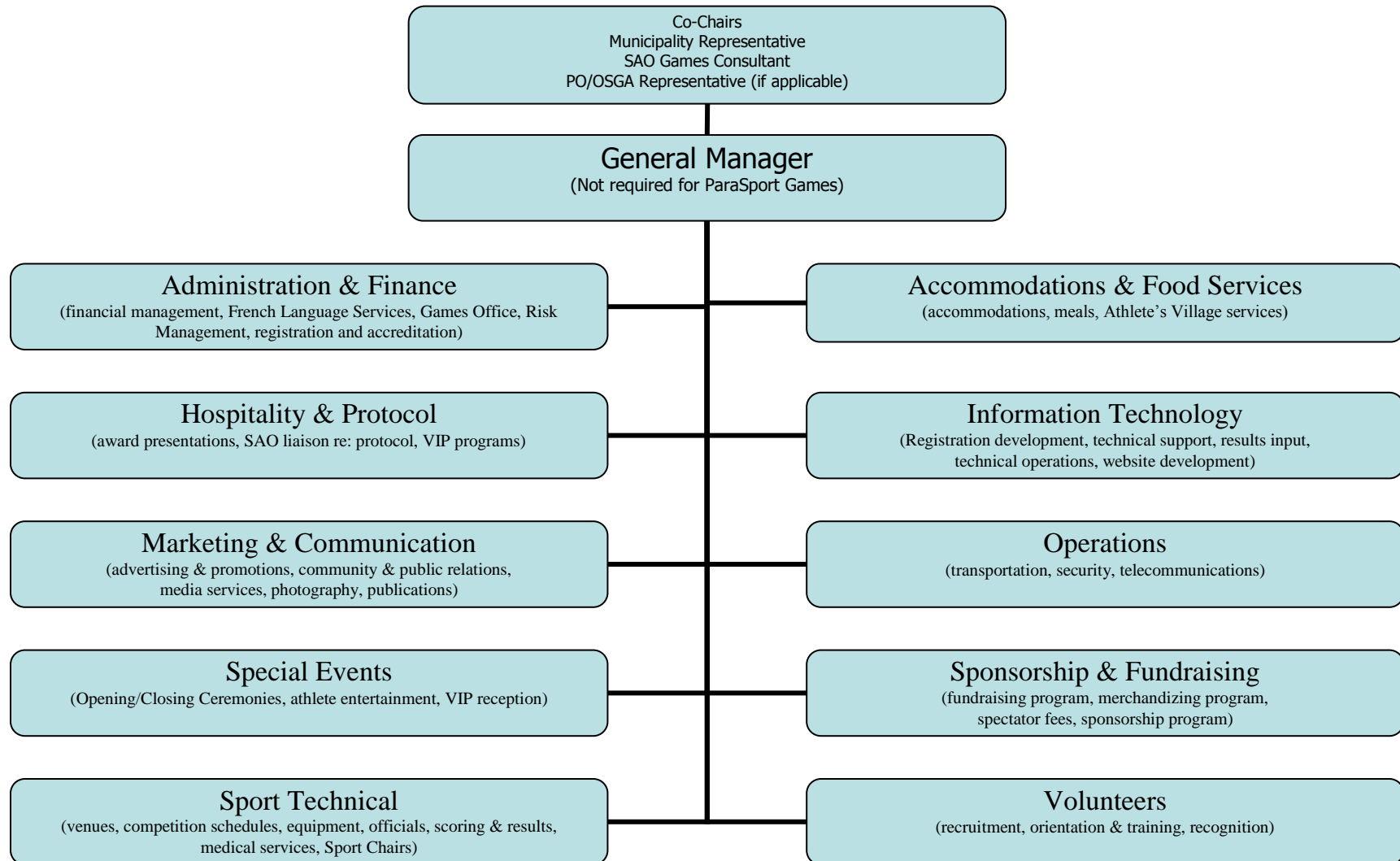
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Appendix A - Critical Dates for the 2009-2011 Ontario Games Bid Process

Task	Actifest 2010	Winterfest 2011	OPSG 2010	OPWG 2010
Letter of Intent Due	August 15, 2008	November 28, 2008	December 10, 2008	August 15, 2008
Bid Submission Due	October 2, 2008	January 30, 2009	March 15, 2009	October 17, 2008
Site Review	Oct/Nov 2008	February 2009	April 2009	November 2008
Official Announcement	November 2008	March 2009	July 2009	December 2008
Suggested Event Dates	August 2010	February 2011	Mid July to End of August 2010	Mid January to End of February 2010

Appendix B – Sample Games Organizing Committee Chart



Appendix C – Hosting Grant Approved Expenditures

The Hosting Grant provided by the *sportalliance* may only be used to cover the following expenses:

NOTE: The items below are listed in order of priority in keeping with the *sportalliance's* efforts to ensure the Games are athlete focused. The Host Municipality is therefore responsible to allocate the Grant in accordance with this list of priorities.

1. Transportation, accommodations and meals for athletes, coaches, managers and officials;
2. Facility Rental for Competition Venues
3. Medical and preventative care;
4. Provision of non-capital, technical requirements and equipment as outlined by the Provincial Sport Organizations;
5. French translation of promotion and public information;
6. Registration software for athletes, coaches, managers and officials;
7. Special events including Opening Ceremonies, VIP Reception and medal presentations;
8. Volunteer management – i.e. Uniforms, meals, etc.
9. Promotion and communication purposes related to the Games
10. Payment of General Manager's salary and expenses of Games Organizing Committee, volunteers and staff;
11. Administration expenses – postage, telephone, supplies, insurance, etc.

Appendix D – Alcohol & Tobacco Sponsorship and Advertising Policy

Preamble: The majority of participants in the Ontario Games are minors the GOC is responsible for upholding the Government of Ontario’s Guidelines regarding sponsorship and advertising of Alcohol and Health Canada’s regulations regarding tobacco sponsorship.

Alcohol Sponsorship:

Advertising: In accordance with the Alcohol and Gaming Commission of Ontario’s Advertising Guidelines advertisements for alcohol beverages must not appeal, either directly or indirectly, to persons under the legal drinking age. Furthermore, advertisements can not be placed in media that are targeted specifically at people under the legal drinking age. Advertisements may not be placed within areas which are specifically targeted at persons under the legal drinking age if the advertisement directly or indirectly endorses the alcoholic product or the consumption of the liquor or alcohol. Advertisements include any and all signage related to manufacturers and distributors of alcohol and liquor.

Note: The Advertising Guidelines of the Alcohol and Gaming Commission supersedes this policy. You may contact the Alcohol and Gaming Commission for a comprehensive description of the Advertising Guidelines.

Tobacco Sponsorship: In 1997, the Government of Canada passed the Tobacco Act, imposing a complete ban on the promotion of tobacco sponsorship. The sponsorship ban applies to all arts, culture and sports events, which did not receive tobacco sponsorship prior to April 25, 1997. Therefore this tobacco sponsorship ban applies to all six sets of Ontario Games.

A comprehensive description of the Tobacco Act and its implications regarding tobacco sponsorship of sporting events can be obtained from the Health Canada website.

Appendix E – Ontario Senior Games Facility Requirements & Participant Numbers

Ontario Senior Games – Winterfest

Sport	Participant Numbers	Facility Requirements
Alpine Ski	60	Slope should have a minimum of 150m vertical drop, length and difficulty of the giant slalom course will be determined at least 1 month prior to the competition
Badminton	60	4-6 regulations size courts
Curling	104	Minimum of 10 sheets
Duplicate Bridge	104	Room for 30 tables. 120 chairs and registration
Ice Hockey	420	4-6 regulation ice pads
Nordic Skiing	80	5km course
Skating, Prediction	40	1 regulation ice pad
Table Tennis	80	3-5 regulation tables
Ten Pin Bowling	104	10-15 lanes
Volleyball	120	4-6 regulation size courts
TOTAL	1172	

Ontario Senior Games – Actifest

Sport	Participant Numbers	Facility Requirements
Bid Euchre 4 Handed	80	Room for 20 tables, 80 chairs and registration
Bocce	40	Outdoor surface of packed dirt, fine gravel or short grass for 6-8, 12'x60' courts
Carpet Bowling	80	Room to accommodate 12-16, 6'x30' carpets
Contract Bridge	80	Room for 20 tables, 80 chairs and registration
Cribbage	80	Room for 20 tables, 80 chairs and registration
Darts	80	15-20 dartboards with lighting
Euchre	80	Room for 20 tables, 80 chairs and registration
Five Pin Bowling	200	15-20 bowling lanes
Floor Shuffleboard	80	12-16 regulation courts , fixed or portable
Golf	180	2 regulation courses
Horseshoes	60	10-12 regulation pits
Lawnbowling	120	12-16 regulations greens
Slo-Pitch	320	4-6 regulation diamonds
Swimming	120	25 metre pool
Tennis	140	6-8 regulation courts
Walk, Prediction	80	400m all weather track
TOTAL	1820	

Appendix F – Ontario ParaSport Games Facility Requirements & Participant Numbers

Ontario ParaSport Winter Games (3 Days of Competition)

Sport	Participant Numbers	Facility Requirements	Technical Requirements
Alpine Ski	40 Athletes 4 Coaches/Managers 8 Support Staff 5 Officials	Ski Hill	150m vertical Machine grooming Accessible washroom/ changeroom
Cross Country Ski	15 Athletes 2 Coaches 2 Support Staff 5 Officials	Cross Country Ski Trails	Multiple loops of 1.5k and 2.5k in length Machine grooming Accessible washroom/ changeroom
Sledge Hockey	96 Athletes 18 Coaches/Managers 12 Support Staff 6 Officials	Preferable 2 Regulation Rinks.	85' x 185' Accessible washroom/ changeroom
Swimming	40 Athletes 4 Coaches/Managers 10 Support Staff 5 Officials	25m meter pool	Minimum 6 lanes; backstroke flags; starting blocks Accessible washroom/ changeroom
Wheelchair Basketball	48 Athletes 12 Coaches/Managers 8 Support Staff 4 Officials	1 double gymnasium or 2 single gymnasiums	2 regulation size basketball courts Minimum 2 meters surrounding court Accessible washroom/ changeroom
Wheelchair Curling	20-35 Athletes 4 Coaches 4 Support Staff 2 Officials	Curling Rink	Minimum 2 sheets of ice Accessible washroom/ changeroom
Wheelchair Rugby	40 Athletes 8 Coaches/Managers 15 Support Staff 4 Officials	1 Gymnasium (preferred double gym, for warm-up)	Regulation size basketball courts. Minimum 2-3 meters surrounding basketball court. Wood floors. Accessible washroom/ changeroom
Demonstration Sport	0-40 Athletes		Sport is selected by host committee based on facilities available and sports interested

Total Participants: Athletes 284-350, Coaches/Managers 48, Support Staff 60, Officials 35

NOTE: Number of Support Staff for the Ontario ParaSport Winter Games may vary for each set of Games as support numbers reflect which athletes register/qualify. Classification, age and functional ability designate prerequisites for support. Please refer to support policy outlined in Appendix H for further details.

Ontario ParaSport Summer Games (2 Days of Competition)

Sport	Participant Numbers	Facility Requirements	Technical Requirements
Athletics (Track & Field)	95-110 Athletes 14 Support Staff 20 Coaches 12 Officials	Outdoor track and throwing facility	400m, 8 lane mondo or all weather surface Discus, shot put circle, javelin runway, long jump, high jump area HyTek Meet Manager program and photo timing (can be hired)
Boccia	23-30 Athletes 23 Support Staff 3 Coaches 6 Officials	2 double gymnasiums or 1 arena + 1 gymnasium	5 to 6 Boccia courts (to be taped) Accessible washroom
Equestrian	15 Athletes 6 Support Staff 6 Coaches 6 Officials	1 Warm Up Ring & 1 Dressage ring competition area (20m x 60m and 20 x 40m)	Boarding ramp, access to stabling and borrowing of horses Onsite first aid Accessible washroom and change room
Goalball	32-48 Athletes 3 Support Staff 8 Coaches 3 Officials	Minimum 1 gymnasium Optimal 2 gymnasiums	Volleyball size court with adequate area surrounding the court. Wood flooring preferred
Powerlifting	10 Athletes 2 Coaches 3 Officials	1 Single Gymnasium or arena	2 Scales (1 for ambulatory, 1 for wheelchair users) 1 adaptive weight lifting bench Accessible change room and washroom
Wheelchair Tennis	12 Athletes 2 Support Staff 3 Coaches 4 Officials	Minimum 2 courts, preferred 3-4 courts to allow for warm-up etc...	Indoor or outdoor courts (not clay or grass) and with wheelchair access btw the courts (approx. 1.5 meters) Accessible washroom / change room
Demonstration Sport	0-40 Athletes		Sport is selected by host committee based on facilities available and sports interested

Total Participants: Athletes 187-225, Coaches/Managers 42, Support Staff 48, Officials 40

NOTE: Number of Support Staff for the Ontario ParaSport Winter Games may vary for each set of Games as support numbers reflect which athletes register/qualify. Classification, age and functional ability designate prerequisites for support. Please refer to support policy outlined in Appendix H for further details.

Appendix G - Accessibility and Barrier Free Considerations for the Ontario ParaSport Games:

Accessibility and Barrier Free Considerations for the Ontario ParaSport Games:

It is important for each community to consider accessibility and barrier free accommodations when considering to a ParaSport Games. Listed below is some helpful information:

- Approximately 60% of athletes will be wheelchair users.
- Preferred doorway widths, including washrooms should be 32 inches wide, (this is somewhat flexible).
- Parking lots and walkways should have suitable hard surfaces i.e. asphalt, and be as free as possible from cracks, potholes, safety bumps, etc. A small ramp may be constructed for curbs and safety bumps.
- Entrances must be level with street or ramp. All ramps must be four feet long for every one-foot of incline.
- Athlete Village must include elevators for the athletes.
- Power doors at main entries are an asset.
- Sport venues washroom cubicles with doors that open outward and grab-bars are preferred. Accessible port-o-lets are also an alternative for sport specific onsite needs.
- Dining areas must be accessible (i.e. main floor, no steps, low counter tops, spacious and non-permanent ramps can be used). Volunteers can be used in dining areas to offset facility inaccessibility.
- Space for maneuvering one's wheelchair is of high priority and requires added space in areas such as the registration areas, marshalling areas, etc. These areas must be spacious enough to accommodate large numbers of wheelchair users. Multiple entrances and exits are suggested.
- Lowered countertops are an added asset as well.
- Parkland or green space for Guide dogs and Service dogs is also needed.
- Accessible transportation must be available
- Documentation, websites, media releases should use person first language.

Appendix H – Paralympics Ontario Athlete Support Policy

ATHLETE SUPPORT POLICY*

*Note: All support requests must be approved by the respective PSO/MSO governing the athletes

Preamble: The term “support” can be defined by various roles. In the context of the OPSG and OPWG, the athlete support role is defined as per one of the three categories, below. Should an athlete qualify for support in all three categories, the athlete qualifies for the subsidized support of one support:

1. Chaperone – for those 14 yrs old and younger
 2. Personal Care – for those requiring personal care support, for activities of daily living
 3. Guide/sport assistant (running, skiing and Boccia require sport specific support)
- Athletes 14 years of age or younger qualify for 1 support person Age will be determined based on age as of Jan 1 within in the competition year.
 - Support persons must pay the subsidized entry fee for the event
 - Support personnel MUST register online within the respective deadlines (hired support may be a last minute addition, as long as the athlete has noted a need for support in their registration).
 - Athletes in the T11(Athletics), BC1, BC2, BC3 & BC4 (Boccia) classification and all athletes with spinal cord injury resulting in quadriplegia (all sports, including and not limited to Athletics, Wheelchair Tennis, Wheelchair Basketball, Wheelchair Rugby, ParaNordic, Alpine Skiing) qualify for support, regardless of age.
 - T12 will be considered for support on an individual case basis, as approved by OBSA
 - If approved for support, the support person & roommate may be of the opposite sex, if he/she is a parent or sibling, a significant other or hired agency personnel
 - Support persons for athletes **do** qualify for travel assistance Previous policy indicates support were not provided travel assistance
 - Athletes with a). Health related *extenuating* circumstances and b.) Requiring more than one support will fall under a case by case review and the final decision of their respective PSO.
 - No athlete (of minor age) shall be roomed with a support person that is NOT their parent/legal guardian. (i.e., a student from the W. Ross McDonald School for the Blind may not stay with a WRMS staff member) unless Paralympics Ontario and the HOC have received written consent from a parent/guardian.
 - All age of majority athletes (18yrs.) must room with their support staff and all minor aged athletes must room with their parent/legal guardian. If a sport guide is of the opposite gender and not a significant other, a guide will be roomed with another such guide.

The process:

- Athletes register and submit the name of their support during online registration. Support must also register online. Upon registration close, PO submits all names to the PSO (Executive Directors/Sport Technical Coordinator) for final approval.
- Athletes must identify which support they are requesting/qualify for within the registration process (i.e. Chaperone, Sport, Personal Care).
- Support personnel must register independently

*****PLEASE NOTE** Paralympics Ontario and the Host Organizing Committees hold a high regard for confidentiality. Information pertaining to support will be disclosed to those personnel requiring the information for delivery of needs to athletes and a high caliber Games.***

Appendix I (a) – Ontario Senior Games Travel Policy

Ontario Senior Games Association
Travel Policy

In accordance with the Ontario Senior Games Association Travel Policy, the Host Community must adopt the following policy:

Participants are eligible for travel over 200kms return measured by MapQuest. Travel will be reimbursed at a rate of \$0.035/km. It is the responsibility of the District Association to submit travel reimbursement requests for all members at one time to the Host Community.

Example – If 100 participants travel from Ottawa to Toronto, 400kms one way.
Each person is eligible for $800\text{km} - 200\text{km} = 600\text{kms} \times .035 = \21.00
The District must submit a travel expense for $100 \text{ participants} \times \$21.00 = \$2,100$

The GOC must make the necessary travel arrangements to pick up participants at the closest airport, train station and/or bus terminal.

Appendix I (b) – Paralympics Ontario Travel Policy

TRAVEL ASSISTANCE POLICY ATHLETES/COACHES/SUPPORT

Preamble: In compliance with the Ministry of Health Promotion and The Sport Alliance of Ontario's policy of providing financial assistance to participants travelling significant distances to compete at events within the Ontario Games Program, PO has adopted the following travel subsidy policies:

Paralympics Ontario, Games Manager → approves athletes for travel assistance, provided they meet the criteria below:

- All athletes/coaches/support must be Ontario residents (no out-of-province athletes qualify for assistance or reimbursement)
- Those traveling over **500kms one way** to a Games location qualify to travel by plane, train or bus, and car will be eligible to receive up to a maximum of \$500 per event.
- It is expected that flight, train and bus bookings be completed in a timely and cost effective manner; **REGIONALS** bookings must be booked a minimum of 3 weeks prior to the event date. **OPWG & OPSG** bookings must be booked and submitted by the **travel itinerary submission deadline**.
- Distance is measured via the shortest distance between the registrant's home address and the Athlete Village location.
- All other athletes/coaches/support qualify for mileage reimbursement if they travel more than **500kms return**.
- Upon being approved for Travel Assistance, it becomes the registrant's responsibility to book and confirm their own travel arrangements.
- The athlete/coach/support is required to forward their respective itinerary (electronically or by fax) to the HOC Services Chairperson by the **travel itinerary submission deadline**. A \$50 fee will be charged to those who submit their itineraries after the registration deadline.
- Travel reimbursement will **not** be issued for tickets purchased on air miles/reward programs.
- It is reasonable to expect that registrants from one community take advantage of carpooling to save on costs.
- Registrants will **not be** reimbursed for their bus/train/plane fare if they are not pre-approved through Paralympics Ontario.

CARS/MILEAGE

- Registered Athletes traveling more than 500 km (round trip) to the Games, will receive travel assistance according to the following chart:

A car with 1 registered athlete will receive \$0.15/km

A car with 2 registered athletes will receive \$0.20/km

A car with 3 or more registered athletes will receive \$0.25/km

Example an athlete who travels from Windsor to Toronto (approx. 800 km) will be compensated for $800\text{km} - 500\text{km} = 300\text{km} \times \$0.15 = \$45$.

RENTALS

- Van rentals will be approved upon request to assist in travel for teams (i.e. OPWC w/c Basketball, Sledge Hockey and w/c Rugby) Van rental will be covered at the submitted cost up to the limit of \$100/day with a maximum claim of \$500, car rental will not be eligible. Either mileage or the rental costs can be claimed, not both for the same van. Claims will be adjusted based on the carpooling method except in cases noted above. The first 500km (each way) are ineligible for re-imbursement. **Cost of fuel is not included in the subsidy amount.**
- Team Bus Rentals will be approved upon request and proof of need based on registrant numbers. Buses will be approved for 25+ participants coming from one community/district/ region, a reimbursement for chartered buses is included at limited rate of up to \$5000.
- Paralympics Ontario will be not be responsible for the quality of any vehicle rented, used or personal vehicles to transport participants, and/or the drivers, and will not be held liable for any incidents that may occur as a result of negligence on the part either the owner of the vehicle or the driver. Teams and/or individuals responsible for renting vans or buses or using personal vehicles will be responsible to ensure any vehicle used is properly insured and that drivers hold a valid driver's license. Any incidents that may occur as a result of transportation of participants will **not** be covered under the Paralympics Ontario insurance policy.
- Completed **Travel Assistance Forms** and **receipts** must be submitted to the HOC Service Chairperson **NO LATER** than **2 WEEKS** from the end date of the Games. Forms received after this date will not be processed.
- **Travel Assistance Forms** are not accepted or processed until after the Games

Appendix I (c) – Paralympics Ontario Travel Policy - Officials

OFFICIALS

TRAVEL & MEALS POLICY

Assistance for travel and meals must be made within two weeks of the conclusion of the Games in which the expenses were incurred. Assistance form is available below. *Please note, the Host Organizing Committee (HOC) provides travel assistance via the shortest distance in kilometers.

TRAVEL

OFFICIAL:

A car with at least one registered official will be reimbursed \$0.275 / km. **Officials are encouraged to carpool wherever possible and are asked to make their own arrangement in this regard.**

No registered officials will be compensated for flight costs unless arrangements are made with Paralympics Ontario.

Sample an official who travels from Windsor to Toronto (approx. 800 km) will be compensated for $800\text{km} \times \$0.275 = \220 .

ACCOMMODATION

OFFICIAL:

The HOC will be responsible for reserving (and paying) *two-nights accommodation if required* for registered officials attending the Games. Additional nights will only be covered by HOC if **prior approval** has been given.

(Please note: Officials will be required to share a room. Rooming lists will be the responsibility of the Officials Coordinator)

Hotel Incidentals will be the responsibility of the registered official.

MEALS

OFFICIAL:

Registered Officials will be provided with a per diem at the OPSC for any meals that are not provided at the venue. HOC will pay (**with a detailed receipt**) \$7 for breakfast, \$10 for lunch and \$18 for dinner. **Please note: the HOC does not cover the cost of tips or alcohol.**

Appendix J – French Language Requirements

Note that it is the responsibility of each committee chair to ensure that the French Language Service Requirements are implemented for their specific area of responsibility. The Chair and Games Consultant will have overall responsibility to ensure the implementation of these guidelines.

The following Materials must be made available in French and English:

- Province wide media releases
- Logos
- Invitations to Special Events (i.e. – Opening Ceremonies & VIP Receptions)
- Programs for Special Events
- Components of the Opening and Closing Ceremonies including Athletes & Officials Oath, National Anthem
- Officials Games Programs and/or Participant Handbooks
- Bilingual representative available for the duration of the Games to assist with translation requirements
- Signage

The following materials do not need to be translated but must indicate 'If any of the following information is required in French please contact....' and in a visual place on the materials:

- Registration package and forms
- Website
- Posters
- Tickets
- Identification Passes
- Medals

For any materials that are not listed above please contact the Sport Alliance of Ontario for clarification.