



**Ontario ParaSport Games**  
**Jeux ParaSport de l'Ontario**

**Appendices – Ontario ParaSport Games**

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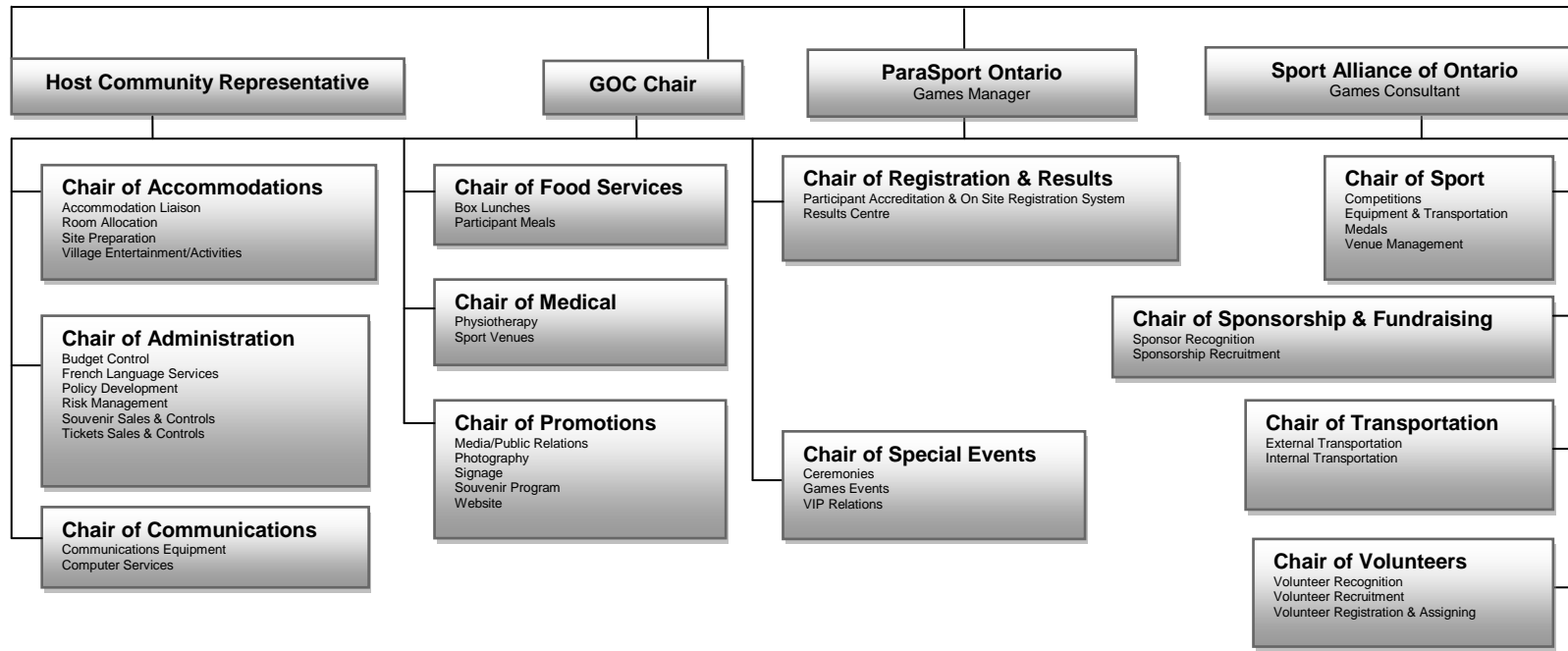
**Appendix A - Critical Dates for the 2013-2015 Ontario ParaSport Games Bid Process**

<b>Task</b>	<b>OPG 2013</b>	<b>OPG 2014</b>
<b>Letter of Intent Due</b>	November 4, 2011	October 5, 2012
<b>Bid Submission Due</b>	February 2, 2012	January 10, 2013
<b>Site Review</b>	March 12-16, 2012	February 4-8, 2013
<b>Official Announcement</b>	April 2012	March 2013
<b>Event Dates</b>	May 2013	May 2014

## Appendix B – Proposed Games Organizing Committee Structure



**Ontario ParaSport Games**  
**Jeux ParaSport de l'Ontario**



## **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 – Sample Budget Ontario ParaSport Games**

*\*\*Please note this budget is simply a guideline and is subject to change based on individual community needs.*

**Expenditures**

Registration & Accreditation		1000
Registration System	500	
Accreditation Tags	500	
Administration & Finance		12000
Transportation		23000
<i>Internal</i>	15000	
<i>External</i>	8000	
Accommodations		*45000
Meals		40000
Volunteers		8500
<i>Recruitment</i>	1500	
<i>Training</i>	1500	
<i>Uniforms</i>	3500	
<i>Appreciation</i>	2000	
Sport Technical		28500
<i>Equipment</i>	7500	
<i>Venues</i>	20000	
<i>Medical</i>	1000	
Media & Promotions		10000
<i>Print Advertising</i>	5000	
<i>Radio/TV Advertising</i>	1500	
<i>Media Guide</i>	1000	
<i>Promotional Materials</i>	2500	
Protocol, Awards & Ceremonies		18000
<i>Opening Ceremonies</i>	10000	
<i>VIP Reception</i>	2500	
<i>Medals</i>	5500	
TOTAL Expenditures		186000
<b>Revenues</b>		
Hosting Grant		60000
Registration Fees		28875
Municipal Contribution (In-kind and cash)		10000
Sponsorship (In-kind and cash), Fundraising & Grants		87125
TOTAL Revenues		186000

**\* Based on any sport competing Friday to Sunday will be eligible for two nights' accommodation. All other sports whose competition schedule ends Saturday afternoon will NOT be eligible for Saturday accommodation. Some exceptions may apply based on travel.**

## Appendix E – Ontario ParaSport Games Participant Numbers

### *Ontario ParaSport Games (3 Days of Competition)*

Sport	Athletes	Coach/Manager	Support Staff	Officials
Sledge Hockey	66	12	2	7
Swimming	37	5	14	15
Wheelchair Basketball	46	12	14	6
Wheelchair Rugby	20	4	6	5
Athletics (Track & Field)	46	7	3	15
Boccia	16	1	10	8
Equestrian	14	7	2	4
Goalball	21	3	0	3
Wheelchair Tennis	6	1	0	4
Lawn Bowling	4	0	0	2
<b>TOTAL</b>	<b>278</b>	<b>52</b>	<b>51</b>	<b>69</b>

NOTE: Number of Support Staff for the Ontario ParaSport Games may vary as support numbers reflect which athletes register/qualify, classification and functional ability designate prerequisite for support. Please refer to support policy outlined in Appendix M for further details.

**Appendix F – Sport Technical Information**  
Ontario ParaSport Games

Sport: Wheelchair Basketball

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ul style="list-style-type: none"> <li>Gym – length 84 FT; width 50 Ft</li> <li>High School Gym ( <i>NOT</i> Elementary sized gym)</li> <li>Electric scoreboard</li> <li>2X 24 second shot clock</li> <li>FIBA court markings and 3-pt. line</li> </ul>	<ul style="list-style-type: none"> <li>2 gyms – one warm-up and 1 game gym</li> <li>gym – length – 94 Ft; width 50 Ft</li> <li>sound system</li> </ul>
Change Facilities / Meeting Room Requirements	<ul style="list-style-type: none"> <li>Minimum requirements needed for male and female changing rooms</li> </ul>	<ul style="list-style-type: none"> <li>Accessible individual locker rooms for each team</li> </ul>
Storage Requirements	<ul style="list-style-type: none"> <li>Space to store 12 wheelchairs on game site</li> </ul>	<ul style="list-style-type: none"> <li>Space to lock up 12 wheelchairs in a private room for each team</li> </ul>
Equipment Requirements (to be provided by GOC)	<ul style="list-style-type: none"> <li>Basketballs – current approved basketballs from CWBA</li> <li>Player jersey numbers #4-15</li> </ul>	<ul style="list-style-type: none"> <li>2 X 24 second shot clocks</li> </ul>
# of field of play hours	<ul style="list-style-type: none"> <li>1 game needs a 2-hour time slot</li> </ul>	
Seating Capacity	<ul style="list-style-type: none"> <li>200</li> </ul>	<ul style="list-style-type: none"> <li>500</li> </ul>
Other (additional information that does not relate to items above)	<ul style="list-style-type: none"> <li>accessibility of the gym/washrooms/changing rooms is a major need</li> <li>parking for persons with a disability may need to be increased</li> </ul>	

Sport: Wheelchair Rugby

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Indoor Basketball Court 6 feet open space around court Basketball nets raised Tape on floors to mark key areas	Indoor basketball court, wood floor 2 <sup>nd</sup> court for warmups 10' open space around court Tape on court for key areas Basketball nets raised
Change Facilities / Meeting Room Requirements	Space for chairs - hallway	Change rooms
Storage Requirements	Space to store chairs overnight	Area around courts for chair storage
Equipment Requirements (to be provided by GOC)	Two tables for time keepers Ten Chairs Tape for floors – 100'	Two tables for time keepers Ten Chairs Tape for floors – 100' Shot clocks, score clocks
# of field of play hours	10hours	15 hours
Seating Capacity	50	100
Other (additional information that does not relate to items above)	Volunteers for scorekeeping, time clock & penalty box. 4 people per game – 8 games 1 ¼ hours per game	



Sport: Sledge Hockey

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ul style="list-style-type: none"> <li>Regulation hockey rink with standard goals</li> <li>Accessible facility to standards acceptable to OSHA</li> </ul>	
Change Facilities / Meeting Room Requirements	<ul style="list-style-type: none"> <li>Require 3 available dress rooms for each game ( 1 per each team and 1 for female players)</li> </ul>	
Storage Requirements	<ul style="list-style-type: none"> <li>Storage facility at arena of adequate size to store hockey equipment and sleds for players</li> </ul>	
Equipment Requirements (to be provided by GOC)	<ul style="list-style-type: none"> <li>Microphone available at ice level for announcements and presentations</li> </ul>	
# of field of play hours	<ul style="list-style-type: none"> <li>1.5 hours of ice time for each of 10 round robin games of tournament (total 15 hours)</li> <li>Ice time to be scheduled to allow for 5 games to be played on Friday and Saturday</li> <li>1.5 hours of ice time for each medal game (total 3 hours) to be played on Sunday</li> </ul>	
Seating Capacity	<ul style="list-style-type: none"> <li>200 -500</li> </ul>	500
Other (additional information that does not relate to items above)	<ul style="list-style-type: none"> <li>On Ice officials for the tournament to be selected and scheduled by the referee in chief and OSHA</li> <li>Minor Officials – likely local volunteers - 2 per game to run the game clock and complete the game sheet</li> <li>Table set up at the arena facility where a tournament representative can coordinate game score sheets and tournament standings</li> <li>Central area to post the tournament standings</li> <li>Arena to have a sound system capable of playing music during warm-up and stoppages of play during the games</li> </ul>	

Sport: Swimming

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	- 6 lane 25m pool	- 8 lane 25m or 50m pool
Change Facilities / Meeting Room Requirements	- Wheelchair accessible male and female changerooms	Availability of a family change room in addition to the regular male/female ones.
Storage Requirements		
Equipment Requirements (to be provided by GOC)	<ul style="list-style-type: none"> <li>- Lane Ropes</li> <li>- Starting Blocks</li> <li>- Backstroke Flags</li> <li>- False Start Ropes</li> <li>- PA System</li> </ul>	
# of field of play hours	6-12	6-12
Seating Capacity	Spectator seating for 20	Spectator seating for 80
Other (additional information that does not relate to items above)	<ul style="list-style-type: none"> <li>- Require a meeting room to serve for officials purposes (results, awards, etc)</li> <li>- Computers and printers to run the Hytek Meet Manager and print off results</li> </ul>	

Sport: Athletics

Specifications	Minimum Standards	Ideal Standards																														
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	6 lane track (not asphalt)	Grade A Facility <table border="1"> <tr> <td>Length of oval</td> <td>400m</td> </tr> <tr> <td>Surface</td> <td>rubber or polyurethane</td> </tr> <tr> <td>Minimum radius*</td> <td>35m</td> </tr> <tr> <td>Maximum radius*</td> <td>38m</td> </tr> <tr> <td>Number lanes (oval and straight)</td> <td>8 or 9</td> </tr> <tr> <td>Width of lanes</td> <td>1.22m</td> </tr> <tr> <td>Inside border</td> <td>raised curb</td> </tr> <tr> <td>Runout</td> <td>17m minimum</td> </tr> <tr> <td>Obstacle-free zone</td> <td>1m minimum</td> </tr> <tr> <td>Drainage</td> <td>puddles &lt;0.5cm</td> </tr> <tr> <td>Surface condition</td> <td>no breaks, bubbles</td> </tr> <tr> <td>Underground timing cables with 4 connection points</td> <td>recommended</td> </tr> <tr> <td>Stadium fencing</td> <td>recommended</td> </tr> <tr> <td>Wind breaks</td> <td>recommended</td> </tr> <tr> <td colspan="2">* IAAF standard track has 36.5m radius.</td> </tr> </table>	Length of oval	400m	Surface	rubber or polyurethane	Minimum radius*	35m	Maximum radius*	38m	Number lanes (oval and straight)	8 or 9	Width of lanes	1.22m	Inside border	raised curb	Runout	17m minimum	Obstacle-free zone	1m minimum	Drainage	puddles <0.5cm	Surface condition	no breaks, bubbles	Underground timing cables with 4 connection points	recommended	Stadium fencing	recommended	Wind breaks	recommended	* IAAF standard track has 36.5m radius.	
	Length of oval		400m																													
	Surface		rubber or polyurethane																													
	Minimum radius*		35m																													
	Maximum radius*		38m																													
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	Drainage		puddles <0.5cm																													
	Surface condition		no breaks, bubbles																													
	Underground timing cables with 4 connection points		recommended																													
	Stadium fencing		recommended																													
	Wind breaks		recommended																													
* IAAF standard track has 36.5m radius.																																
Throw area(includes tie down and ambulatory)																																
Circles area																																
Jump runways/apron																																
	<b>Grade B1</b>																															
	Length of oval 400m																															
	Surface <b>synthetic</b>																															
	Minimum radius* 35m																															
	Maximum radius* 38m																															
	Number lanes (oval and straight) <b>6 minimum</b>																															
	Width of lanes 1.22m																															
	Inside border raised curb																															
	Runout 17m minimum																															
	Obstacle-free zone 1m minimum																															
	Drainage puddles <0.5cm																															
	Surface condition no breaks, bubbles																															
	Underground timing cables with 4 connection points recommended																															
	Stadium fencing recommended																															
	Wind breaks recommended																															
	* IAAF standard track has 36.5m radius.																															
Storage Requirements		Wheelchair storage room																														
Equipment Requirements (to be provided by GOC)	Hy-Tek Meet Manager in conjunction with the camera (photo finish) to capture results. 20 chairs, 2 – 2' x8'tables, PA system																															
# of field of play hours	2 days/ 16 hours																															
Seating Capacity	150																															
Other	A timing team to handle results timing etc.																															

Sport: Boccia

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Court size – 12.5m x 6m – see appendix 2  ( <a href="http://www.ocpsa.com/OcpsaDocs/cpisrabocciarules10edition.pdf">http://www.ocpsa.com/OcpsaDocs/cpisrabocciarules10edition.pdf</a> ) 8 courts	
Change Facilities / Meeting Room Requirements	2 men/women accessible change rooms	
Storage Requirements	N/A	
Equipment Requirements (to be provided by GOC)	PO Boccia Ball sets x 3 Green painters tape (thick) x 16 Broom – or ensure floor is clean	
# of field of play hours	12	
Seating Capacity	25	
Other (additional information that does not relate to items above)	Separate are for “call room” (waiting area)	

Sport: Para Equestrian

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	20m x 60m sand dressage ring 20m x 40m sand dressage ring warm up space Indoor riding area in the event of inclement weather Ring letter or living letter for visually impaired	20m x 60m sand dressage ring 20m x 40m sand dressage ring warm up space Indoor riding area in the event of inclement weather Ring letter or living letter for visually impaired
Change Facilities / Meeting Room Requirements	Wheelchair accessible washroom	Wheelchair accessible washroom
Storage Requirements	Stabling for a minimum of 10 horses	Stabling for more than 10 horses
Equipment Requirements (to be provided by GOC)	Ramp for mounting purposes	Ramp for mounting purposes Caution tape 3- 2' x 8' tables PA system (wireless microphone)
# of field of play hours		4
Seating Capacity	25	50
Other (additional information that does not relate to items above)	Signage – warm up rings, viewing area, washrooms, etc	

Sport: Goalball

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	The court used for Goalball shall consist of a rectangle 18.00 metres (+/- .05 metres) in length and 9.00 metres (+/- .05 metres) in width Specific Markings to be provided. An additional 5 metres around the court will be required. The gym must have a wood floor.	The court used for Goalball shall consist of a rectangle 18.00 metres (+/- .05 metres) in length and 9.00 metres (+/- .05 metres) in width Specific Markings to be provided. An additional 5 metres around the court will be required. The gym must have a wood floor.
Change Facilities / Meeting Room Requirements	1 Male Change room 1 Female Change room	1 Male Change room 1 Female Change room
Storage Requirements	Gym - Over night	Gym - Over night
Equipment Requirements (to be provided by GOC)	2- 3' x 5' tables Two extension cords Digital Game Clock 5 chairs Scoreboard	2- 3' x 5' tables Two extension cords Digital Game Clock 5 chairs Scoreboard
# of field of play hours	Day 1 -5hrs. Day 2 - 8hrs	Day 1 -5hrs. Day 2 - 8hrs
Seating Capacity		
Other		

Sport: Wheelchair Tennis

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	4 Hard Courts 2 courts for matches & 2 practise courts	4 Standard Tennis Courts hard court or clay (No asphalt courts)
Change Facilities / Meeting Room Requirements	1 male & 1 female accessible change facilities	2 wheelchair accessible change facilities
Storage Requirements	N/A	N/A
Equipment Requirements (to be provided by GOC)	1 case of Wilson US Open Tennis Balls 2 Tables 1 cooler full of bottled water & ice Towels Two 10 by 10 feet shaded tents Chairs or bleachers for spectators	1 case of tennis balls (Wilson/ US Open caliber) Score cards 1 per court 1 large bucket with water Ice Towels Scotch tape Cable ties Easel and dry erase board. 2 tables
# of field of play hours	12 hours	12 hours
Seating Capacity	25	50
Other (additional information that does not relate to items above)	Accessible pathway to courts	Paved path leading to tennis courts. Clearance between courts and side fencing should be 2 meters 2 shaded areas for athletes waiting between matches

Sport: Lawn Bowls

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	35 x 40 m	
Change Facilities / Meeting Room Requirements	1 male & 1 female accessible change facilities	
Storage Requirements	N/A	
Equipment Requirements (to be provided by GOC)	N/A	
# of field of play hours	8 hours	
Seating Capacity	10	
Other (additional information that does not relate to items above)		



**Appendix H – Venue/Sport Evaluation Form**

NOTE: Please complete one form for each sport that is included under the Sport Technical Information – Minimum & Ideal Standards for the respective set of Games that your community is bidding to host. Contact the Sport Alliance of Ontario for an electronic version (Word) of this document.

<b>Sport:</b>	
<b>Facility Name</b>	
<b>Facility Address</b>	
<b>Facility Description</b>	Field Of Play Detail (size, # of lanes, floor type, ceiling height, etc)
	Equipment Available in Community (score clocks, nets, etc)
	# of Changerooms
	Seating Capacity
	Available Meeting Space
	Accessibility (including entrance into the venue, access to field of play, washrooms, meal location)
<b>Existing Club/Program for this sport</b>	YES / NO If yes, please name club:
<b>Distance from Accommodations</b>	

## Appendix I - Standardized Meal Requirements and Guidelines

Guiding Principles:

- Provide a variety of foods throughout competition
- Food rich in whole grains, vegetables and fruit
- The following is a guide so feel free to suggest some alternatives to the items below

### BREAKFAST

Food Group	Category	Minimum Requirements	Examples
Vegetables & Fruit	Fresh Fruit	2 Choices	Apples, Oranges (or Fruit Salad = 2 choices)
	100% Fruit Juices	2 Choices	Orange, cranberry, apple
Grain Products	Bread Products	2 Choices	Whole wheat bread and bagels, low fat trans fat free bran muffins
	Cereal	2 Choices	Oatmeal, Shredded Wheat, Granola
Milk & Alternatives	Milk, yogurt	2 Choices	1% Milk, low-fat yogurt, soy beverage
Meat & Alternatives	eggs	1 Choice	Scrambled, Poached or boiled eggs

### LUNCH

Food Group	Category	Minimum Requirements	Examples
Vegetables & Fruit	Fresh Fruit	1 Choice	Apples, Melon
	100%Fruit Juices	1 Choice	Apple, Grape
	Vegetables	1 Choice	Carrots, Salad
Grain Products	Sandwich bread/wraps*	1 Choice	Whole wheat, whole grain breads, buns, wraps, pita bread, roti
	Snack bars	1 Choice	Cereal Bar, nut-Free Granola
Meat & Alternatives	Sandwich fillings	3 choices (1 vegetarian)	Vegetarian (should contain a protein source ie., hummus & grilled veggies, egg sandwich), Ham, Turkey, chicken, light tuna
Milk & Alternatives	Milk, yogurt	2 choices	1% Milk, low-fat yogurt, soy beverage

### DINNER

Food Group	Category	Minimum Requirements	Examples
Vegetables & Fruit	Vegetables	2 Choices	Steamed broccoli, Garden Salad
	100% Fruit Juices	1 Choice	Orange, Cranberry
Grain Products	Rice/Potato*	1 Choice	Brown rice, whole wheat couscous, mashed potatoes, whole wheat pasta
	Bread	1 Choice	Whole Wheat Rolls, whole wheat bread, pita, naan
Meat & Alternatives	Meat*	2 Choices (1 vegetarian)	Chicken, roast beef, Egg, Tofu, vegetarian chili, bean salad
Milk & Alternatives	Milk	1 Choice	1% Milk, soy beverage
	Dessert	Optional	Yogurt, fruit salad, trans fat free oatmeal cookies

## Appendix J – Ontario ParaSport Games Travel Subsidy Policy

### POLICIES AND PROCEDURES

**DIVISION:** Transportation  
**SUBJECT:** External and Internal Travel Subsidies  
**POLICY NUMBER:** Ontario Games – MSO/PSO Travel Subsidies Policy  
**EVENT:** 2011 Ontario ParaSport Summer Games

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#### Preamble

In compliance with the Ministry of Health Promotion, The Sport Alliance of Ontario and ParaSport Ontario's policy of providing financial assistance to registered Games participants travelling significant distances to compete the Ontario Games, the GOC has adopted the following travel subsidy policies.

Any action carried out under this policy by any member by the GOC or agents thereof, may be subject to review through the GOC in cooperation with the SAO.

#### External Transportation

There are 4 modes of transportation that will receive reimbursement depending on the one-way distance of travel from the community to the sport accommodation destination as measured by Mapquest or Google Maps.

It will be the PSOs' responsibility to submit claims, complete the necessary forms, as required to the GOC by [September 9, 2011] and reimburse each participant as applicable. External Transportation reimbursements will be forwarded to the PSOs by September 23, 2011.

It is reasonable and certainly our expectation that participants from one community will take advantage of carpooling to save on costs. Where more than one participant is traveling from a community, the following guidelines will apply:

- 1 vehicle to be used for every 3 participants in a community, except in cases where sports competition equipment is restrictive to the number of passengers a vehicle will fit (e.g. bikes). Should a van be required to transport this number of participants, rental cost reimbursement will be provided as per policy below. GOC must pre-approve van rentals. *Cost of fuel is not included in the subsidy amount.*
- Claims will be honoured for every vehicle traveling from a community, based on the guidelines noted above, and not for every participant traveling from a community. If a claim is submitted for every participant from a community, the claim of \$0.30/km will be pro-rated based on carpooling with 3 participants per car (i.e. – 1 participant \$0.10/km, 2 participants \$0.20/km).

1. Over 500km (ONE WAY) / 1,000 km (ROUND TRIP) - For participants traveling greater than 500km ONE WAY to the Games participants will be considered for travel via Air, Train, Car/Van or Charter Bus. **NOTE: It is required that all participants will travel via the most cost efficient method to the Games. All travel by Air, Train, Rented Van or Chartered Bus must be pre-approved by the GOC in advance of booking. If travel by these methods is not pre-approved then reimbursement will not be guaranteed.**

#### Air/Train

Pre-approved air/train travel will be covered up to 75% of the ticket expense to the maximum allowable cost of \$500.00. The cost of meals during air travel, airport parking, ground transportation to/from the airport and hotel rooms during air travel will NOT be covered. Reimbursement will NOT be provided for flights booked with Air Miles or other reward programs. The GOC will organize shuttles to and from the airport & train station (for registered Games Participants ONLY). NOTE: As an alternative to air travel, subsidy will be provided for a van rental and gas with a minimum of 4 participants up to a maximum of \$100/day if it is more cost efficient.

#### Car/van

Travel by car/van will be reimbursed at a rate of \$0.30 per km, to a maximum of \$500.00 for a round trip per vehicle. Van rental will be covered (as per note on restrictive equipment) up to maximum allowable cost of \$100/day with a maximum claim of \$500, car rental will not be eligible. A claim may be made for only one of the following: mileage or rental costs for the van (both cannot be claimed for the same van). Claims will be adjusted based on the carpooling method except in cases where competition is restrictive to the number of passengers in the vehicle. The first 500km (ROUND TRIP) are ineligible for re-imburement. As an example, a participant travels 700 km ONE WAY / 1,400 km ROUND TRIP - they will be reimbursed at \$0.30 x 400 km (1,400km – 1,000km) for the round trip.

#### Charter bus

Charter buses can be utilized where there are at least 25 registered Games Participants coming from one community/district/region. Reimbursement for charter buses will be at 75% of the rental rate to a maximum of the allowable cost of \$5,000. Charter busses with less than 25 participants are subject to approval of the GOC and must be utilized if it is more cost efficient than Air or Train travel for the number of participants travelling from one area if under 25.

2. More than 1,000km (ROUND TRIP) - The participant will be reimbursed at a rate of \$0.30 per km. The first 1,000km (round trip) are ineligible for re-imburement. Refer to Car/van in number 1.
3. Less than 999km (Round Trip) – No reimbursement will be made.

## **Appendix K – 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 GOC Chair and SAO Games Consultant will have overall responsibility to ensure the implementation of these guidelines.

The program must be referred to in both official languages in all public documentation:

Ontario ParaSport Games – Jeux ParaSport de l'Ontario

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

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

The following materials do not need to be translated but must indicate 'Available in French upon request' and in a visual place on the materials:

- Registration package and forms
- Official Games Programs and/or Participant Handbooks
- Website
- Promotional Materials (including posters, flyers, etc)
- Tickets
- Identification Passes

NOTE: The logo should always be bilingual when using in any of the materials above.

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

## **Appendix L - ACCESSIBILITY Considerations:**

It is important for each community to consider facility accessibility when making a decision to host the Games. Some helpful information includes:

- Approximately 60% of athletes will be wheelchair users.
- 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.
- All doorways, including washrooms must be 32 inches wide. Power doors would be an asset.
- Washroom cubicles with doors that open outward and grab-bars must be available at all times. 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).
- 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

## **Appendix M - ATHLETE SUPPORT POLICY (Ontario ParaSport Games only)**

\*note all support must be approved by the respective PSO governing the athletes

**The process:** Athletes register and submit the name of their support in the online registration. PO then submits all names to the PSO (Executive Directors) for approval of support per athlete.

- Athletes 16 years of age or younger qualify for 1 support person
- Support persons must pay the entry fee for the event, and be a registered current member of their respective PSO.
- Support personnel **MUST** register online within the respective deadlines (hired support may be a last minute change, out of the control of both the agency and the athlete).
- Athletes in the B1, BC1, BC2 & BC3 classification and all athletes with Quadriplegia qualify for support, regardless of age.
- B2s will be considered for support on an individual case basis, as approved by OBSA
- If approved for support, the support person may be of the opposite sex, as this is a personal right and is often a significant other or hired agency personnel
- Support persons for athletes do not qualify for **travel assistance** (unless they are a B1 or on a special request case by case scenario)
- Athletes with health related *extenuating* circumstances, must provide a doctor's note and would qualify for 1 support person (I.e. Diabetes management)
- 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 Brantford School for the Blind may not stay with a WRMS staff member) \*or someone who parent/guardian have approved via written communication
- All age of majority athletes (18yrs.) must room with their support staff