

**2018 ISBHF
Junior World Ball Hockey Championships**



**Canadian Ball Hockey Association
Bid Guidelines**



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OVERVIEW

2018 ISBHF Junior World Ball Hockey Championships



Introduction

The Canadian Ball Hockey Association (CBHA) is requesting bids for the hosting of the 2018 ISBHF Junior World Ball Hockey Championships.

The 2018 ISBHF Junior World Ball Hockey Championships is traditionally scheduled to be held the last week in June or beginning of July, 2018, with a tournament format including a single round robin schedule followed by two (2) semi-final games, a bronze medal and a gold medal championship game in each of the U20 and U18 divisions.

The ISBHF Junior World Ball Hockey Championships will be comprised of 8-10 teams in each division.

The attached document is a detailed information package for prospective Host Organizing Committees. The package contains information to assist potential host groups in building their bid documents for presentation, including an overview of ISBHF/CBHA and Host Organizing Committee responsibilities.

If you have questions with the information detailed within the bid guideline package, please contact:

Laurence Bishop, Executive Director, CBHA via email: lbishop@CBHA.com for assistance.

Background

Canadian Ball Hockey Association

The Canadian Ball Hockey Association is the national sport governing body responsible for the development, promotion and organization of ball hockey in Canada. In cooperation with its Provincial Member Associations across Canada, the CBHA provides programs and services to ball hockey enthusiasts of all ages.

The CBHA is a registered non-profit organization. It is officially recognized as the governing body of the sport of ball hockey in Canada by the International Street & Ball Hockey Federation (ISBHF) and Hockey Canada. Nine Provincial members belong to the Association including British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Quebec, New Brunswick, Nova Scotia, Newfoundland & Labrador. Direct links to CBHA Member Province websites are available by clicking their logo below:



The CBHA provides the following administrative services:

- Organize Men's, Women's & Juniors National Championships
- Organize Youth Regional Championships
- Organize Team Canada Program for International Competitions
- Organize Men's B & C Regional Eastern & Western Championships
- Assist provinces with setting up ball hockey leagues
- Print and distribute rulebooks for members
- Promote the sport of ball hockey across Canada
- Represent Canada at the International level with Team Canada
- Set bylaws and regulations for members as a guideline
- Obtain National sponsorships
- Resolve any disputes leagues or teams may have with provinces
- Arrange National insurance program which includes general liability and medical/dental accident insurance
- Provide a national certification program for officials
- Provide a national registration program for its members
- Distribute coaching materials
- Provide buying programs for balls, uniforms and trophies

International Street and Ball Hockey Federation

The International Street and Ball Hockey Federation (ISBHF) was founded in 1993, and is a registered non-profit organization. It is officially recognized as the governing body of the sport by the International Ice Hockey Federation (IIHF), with many of its member nations officially recognized by their federal sports agencies.

For more information about the International Street and Ball Hockey Federation, please visit www.ISBHF.com.

The ISBHF provides the following administrative services:

- Stage Men's, Juniors', and Women's international competitions for World Championships, Continental Championships, and Regional Championships
- Organize Youth Regional competitions
- Organize annual congress of members in January of each year, and a general meeting of members during the World Championship each June
- Assist nations with developing street/ball hockey leagues
- Print and distribute rules for international competitions
- Promote the sport of street/ball hockey on a global level
- Publish newsletters about the sport from the local, national, and international levels
- Provide free web pages for member nations
- Set bylaws and regulations for members as a guideline
- Develop equipment for the sport and seek partnerships with manufacturers
- Resolve any disputes of an international scope
- Provide referee training where economically feasible
- Provide information to the general public about the sport and ISBHF member nations
- Encourage communication among members to assist each other's development
- Work with other sport governing bodies such as the International Ice Hockey Federation in developing hockey at the grass roots level

ISBHF History

Founded in 1993, the **International Street & Ball Hockey Federation** has provided international competitions since 1995, when the first European Championship was held in Bratislava, Slovakia, with Czechia defeating Slovakia. Canada would claim the first World Championship in 1996, defeating Czechia in Bratislava, in 1996, with seven nations participating, which also featured Austria, Germany, Russia, Slovakia (bronze medallists), and Switzerland.

The next World Championship was held in 1998, in Litomerice, Czechia, where the home nation captured gold with a win over Slovakia. The 1999 event was hosted in Zvolen, Slovakia, and once again the home nation was victorious, this time defeating Canada in a shootout, after overtime. From this point forward, the senior World Championship has become a bi-annual event, held on odd numbered years, usually in the first or second week of June. Visit our World Cups section [[click here](#)] for more information and the results of each championship since 1996.

ISBHF World Junior History

The inaugural World Junior Championship for players Under-20, was held in Kralupy, Czechia, in 2000, with Canada defeating the home nation, and Slovakia claiming bronze. This event is also bi-annual, but is held on even numbered years, usually during the last week of June.

| | | | |
|------|--|--------------------------|---|
| 2016 | Sheffield, United Kingdom, July 06-12 | Gold Silver Bronze | SLOVAKIA CANADA CZECH REPUBLIC |
| 2014 | Bratislava, Slovakia, June 24-29 | Gold Silver Bronze | SLOVAKIA CZECH REPUBLIC USA |
| 2012 | Pisek/Strakonice, Czech Republic, June 18-23 | Gold Silver Bronze | CANADA CZECH REPUBLIC USA |
| 2010 | Villach, Austria, June 22-26 | Gold Silver Bronze | CANADA CZECH REPUBLIC SLOVAK REPUBLIC |
| 2008 | St. John's, Newfoundland, Canada, June 25-29 | Gold Silver Bronze | CANADA SLOVAKIA USA |
| 2006 | Aosta, Italy, June 21-25 | Gold Silver Bronze | USA SLOVAKIA CZECH REPUBLIC |
| 2004 | Martin, Slovakia, June 24-27 | Gold Silver Bronze | SLOVAKIA CZECH REPUBLIC CANADA |
| 2002 | Champéry, Switzerland, June 27 – 30 | Gold Silver Bronze | CZECH REPUBLIC SLOVAKIA CANADA |
| 2000 | Kralupy, Czech Republic, June 22-25 | Gold Silver Bronze | CANADA CZECH REPUBLIC SLOVAKIA |



The inaugural World Junior Championship for players Under-18, was held in Zvolen, Slovakia in 2008, with Canada defeating the Czech Republic, and Slovakia claiming bronze. The Under-18 division was first added to the Under-20 Junior World Championships in Pisek/Strakonice, Czech Republic in 2012, with Canada defeating the Slovakia, and Czech Republic claiming bronze.

| | | | |
|------|--|--------------------------|--------------------------------------|
| 2016 | Sheffield, United Kingdom, July 06-12 | Gold Silver Bronze | CANADA SLOVAKIA CZECH REPUBLIC |
| 2014 | Bratislava, Slovakia, June 24-29 | Gold Silver Bronze | SLOVAKIA CZECH REPUBLIC USA |
| 2012 | Pisek/Strakonice, Czech Republic, June 18-23 | Gold Silver Bronze | CANADA SLOVAKIA CZECH REPUBLIC |
| 2010 | Most, Czech Republic, June 2-5 | Gold Silver Bronze | SLOVAKIA CANADA CZECH REPUBLIC |
| 2008 | Zvolen, Slovakia, June 4-8 | Gold Silver Bronze | CANADA CZECH REPUBLIC SLOVAKIA |

Over the years many outstanding athletes have left their mark on the history of the sport, with some going on to have professional ice hockey careers in the National Hockey League, and/or various European Hockey Leagues, but the vast majority are lifelong amateur players. A large percentage of street/ball hockey players have never played the ice version, due to economic, social, or geographical barriers, but their skills are no less as developed for street/ball hockey purposes, as evidenced by the fact that some of its greatest players never played ice hockey in their youth. A detailed list of some of the sport's top athletes may be found in the Awards section.

Host Selection Committee

The make-up of the Host Selection Committee is as follows:

Members:

- Steve Power - Canadian Ball Hockey Association President
- Randy Rosen, Chair, Minor Council, CBHA
- Tony Iannaitto, VP International Council, CBHA

Resource person:

- Laurence Bishop, Executive Director, CBHA

The 2018 ISBHF Junior World Ball Hockey Championships have been awarded to the Canadian Ball Hockey Association (CBHA). The CBHA is required to select a hosting partner within a destination in Canada. The selected destination will be required to:

- Build a Host Organizing Committee
- Engage the CBHA member province organization (PSO)
- Engage local ball hockey organization affiliated with PSO

The Host Organizing Committee for the 2018 ISBHF Junior World Ball Hockey Championships will report to a Steering Committee consisting of representatives from the CBHA.

Bid Application Process

The following bid guidelines have been developed by the CBHA strictly for the purpose of facilitating the selection of the site for the 2018 ISBHF Junior World Ball Hockey Championships. The CBHA and the Host Selection Committee reserve the right to make changes to the bid criteria at any point in time as may be deemed necessary. The CBHA and its designated Host Selection Committee also reserve the right to request additional information from the potential host sites concerning any aspect of the application or subsequent materials supplied throughout the bid process.

Timelines and Process

Step 1 – March 20, 2017 – Electronic and printed circulation of bid guidelines

The CBHA will provide the bid guideline packages via the CBHA website. The RFP will also be made available through media alert during the Canadian Sport Tourism Alliance's Sport Events Conference, March 20, 2017.

Step 2 –April 21, 2017 – Deadline - submission of final endorsed bid documents from destination

All applicants must submit the electronic copy of the **CBHA Provincial Member-endorsed** bid documents to the CBHA no later than April 21, 2017. If for some reason the document cannot be emailed please ensure you contact the CBHA office to coordinate delivery of the bid documents prior to the deadline.

The bid package can be shipped to:

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|---|
| <p>Canadian Ball Hockey Association PO Box 22005, Kingston, Ontario, K7M 7E0 C/O Laurence Bishop or e-mailed to lbishop@CBHA.com</p> |
|---|

Step 3 – April 22 – May 15, 2017 – Review of bids and in-person presentation (if required)

- i. The Host Selection Committee will review all **CBHA Provincial Member endorsed** bids. The Site Selection Committee may request additional information or request answers to follow up questions at any point in time in order to assist with the bid review and to short-list applicants for in-person bid presentations.
- ii. The Host Selection Committee may determine a date, time and location for formal in person bid presentations if deemed necessary. Bid groups will be given as much lead time as possible in order to arrange travel and prepare their presentation. Format and specific requirements for the presentation will be emailed to the group in advance.
- iii. The Host Selection Committee reserves the right to conduct site visits at any point in the bid process.

Step 4 – End of May, 2017 – CBHA decision

- i. Representative of the Host Selection Committee to present summary report and 2018 host site recommendation to CBHA Board. This report will be presented via e-mail to members of CBHA Board of Directors.
- ii. In submitting their applications to host, the bid applicants have acknowledged that the decision to award the hosting of the 2018 ISBHF Junior World Ball Hockey Championships rests solely with the CBHA through the Host Selection Committee as approved by the CBHA Board of Directors.
- iii. The recommendation from the Host Selection Committee to CBHA Minor Council is based on the information contained in the bid presentation and bid documents provided to them.
- iv. It is the responsibility of the Host Organizing Committee, Host CBHA Member and any other bid partners to begin fulfilling the obligations of the bid guidelines as well as the commitments laid out in the winning bid immediately upon being awarded the 2018 ISBHF Junior World Ball Hockey Championships.
- v. Host Organizing Committee and Host CBHA Member will submit signed copies of the event contract back to the CBHA prior to any formal public announcement regarding the 2018 host site being made.

Event Structure and Committees

To ensure the event is conducted in the most successful manner possible, the CBHA will form a partnership to oversee the operation of the event with the Host CBHA Provincial Member, and the Host Organizing Committee.

To ensure the event is conducted in accordance with acceptable ISBHF and CBHA standards and expectations, committees will be structured to manage the event as follows:

Steering Committee

The Steering Committee will oversee the operation of the event, including the activities of the Host Organizing Committee, on behalf of the CBHA.

The Steering Committee will approve the operating budget, business plan and organizational guidelines for the Host Organizing Committee and make policy decisions regarding the event. The members of the Steering Committee will be as follows:

Chair: Laurence Bishop, CBHA Executive Director

Voting Members: Local Organizing Committee Chair
Host CBHA Member President or Designate
Minor Council Representative

The Event Manager, based on the established qualifications and job descriptions, shall assist with and support preparations of the Host Organizing Committee.

Host Organizing Committee

Reporting to the Steering Committee, the Host Organizing Committee will be responsible for the organization, administration and staging of the 2018 ISBHF Junior World Ball Hockey Championships.

The Host Organizing Committee will be made up of representatives from the local business community, local ball hockey programs, local minor ball hockey programs, and the Host CBHA Provincial Member.

The structure of the Host Organizing Committee and the appointments to senior volunteer positions within the organization, including the Host Organizing Committee Chairperson must be included as part of the bid submission. These positions are subject to approval of the Steering Committee.

Tournament Directorate

The Tournament Directorate is responsible for the operation of the on-floor competition at the event. The Directorate is comprised of a Chair, as appointed by the ISBHF and one (1) CBHA Member Representative assigned by the CBHA.

Bid Presentation Documents - Overview

All bid presentation documents must be prepared for submission to the Site Selection Committee ensuring that all following elements are included. Any bid submitted without the following details, as well as all details required in the bid checklist on page 23, will not be considered by the Site Selection Committee.

- i. Introduction – explain the goals for your bid group and the direction you hope to take the 2018 ISBHF Junior World Ball Hockey Championships.
- ii. 2018 ISBHF Junior World Ball Hockey Championships Site Selection Overview (page 21) submitted as the first page of the bid.
- iii. Community overview.
- iv. Business plan – explain in detail how you are going to ensure financial success of your event and how you are going to track this from start to finish.
- v. Financial plan – including budget projections
- vi. Detailed ticket sales strategy
- vii. Detailed sponsorship strategy
- viii. Detailed marketing and advertising plan

- ix. Legacy plan
- x. Operational plan – how your group is going to coordinate the execution of the 2018 ISBHF Junior World Ball Hockey Championships
- xi. Marketing/sponsorship/grants
- xii. Arena/facilities
- xiii. Hotel accommodations
- xiv. Food services
- xv. Transportation
- xvi. Media services
- xvii. Accreditation/security
- xviii. Team services
- xix. Community events
- xx. Bilingual services
- xxi. Medical facilities and emergency services
- xxii. Insurance
- xxiii. Human resources and volunteer services
- xxiv. Tournament schedule



Site Selection Committee Considerations

The bid presentation must contain certain components in order for the Site Selection Committee to make a detailed evaluation of the bid submissions. This section will provide additional detail in terms of responsibilities and expectations in those areas.

Community Overview

The bid presentation must contain an overview of the host community, host region as well as any other unique characteristics which may enhance the bid. What will differentiate this community from another looking to host the 2018 ISBHF Junior World Ball Hockey Championships?

- i. Rationale supporting the bid by potential host community and region, highlighting the characteristics of the communities and surrounding areas that will be utilized in the event.
- ii. Map of the host community indicating locations of key facilities (i.e. arena, hotels, ancillary venues) with detailed listing of distances and travel times.
- iii. Bid must include an introduction to key personnel on the Bid Committee and how they will be utilized as potential members of the Host Organizing Committee. This may be laid out in the form of an organization chart.
- iv. The bid documents should include information as to what the goals and mandate are for the Host Organizing Committee as well as indicators that can be used as benchmarks to track and measure the level of success of the event to the Host Organizing Committee.

Business Plan

The bid response must include a business plan framework which will serve as the primary guide for the organization and the financial operation of the event. The business plan should tie together a ticketing plan, sponsorship plan, and budget, along with the marketing/advertising plan.

The business plan must include the following information:

- i. Key financial objectives and measurable success indicators, break even versus targeted goals.
- ii. Financial forecast reflecting all potential revenues and all potential expenditures associated with staging the event. Include information to support the numbers and the plan to reach targets.
- iii. Ticketing plan and strategy detailing every phase of ticket sales, price points, timelines and targets.
- iv. Sponsorship plan and strategy detailing all levels of sponsorship, prospect list, price points, timelines and goals. Sponsorship plan needs to recognize CBHA's sponsorship guidelines and exclusivities as well as detailing any in kind partners who may be able to assist the event and provide budget relief.

- v. Marketing/advertising plan that incorporates earned and bought media from day one until the championship is over. This plan must detail the advertising plan, media plan, and how all levels of media will be engaged, as well as tying in the sponsorship and ticket sales plans.
- vi. Detailed critical path on all key tasks the Host Organizing Committee will be attempting to accomplish in hosting the 2018 ISBHF Junior World Ball Hockey Championships.

Financial Information

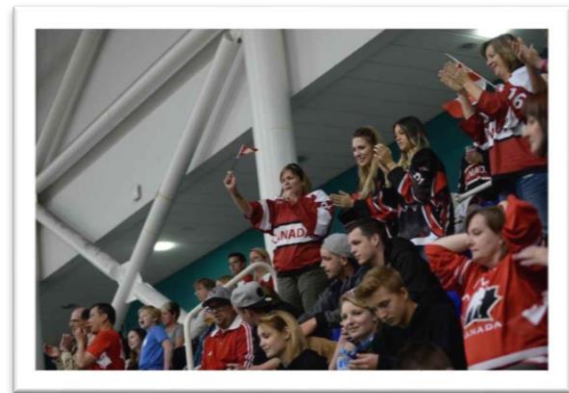
The financial information in the bid documents should follow the guidelines listed in this section.

- i. The bid documents must include a realistic financial forecast which demonstrates the level to which net proceeds can be achieved. A sample budget highlighting suggested line items can be found in Appendix A.
- ii. The bid documents must include a comparison of budgets between the Host Organizing Committee ideal budget and a break even budget.
- iii. Detailed legacy plan on how the Host Organizing Committee plans to share any potential profits post event. A legacy plan template can be found in Appendix G.

Revenue Opportunities

The financial information in the bid documents should highlight how the Host Organizing Committee plans to maximize revenue opportunities in hosting the 2018 ISBHF Junior World Ball Hockey Championships. A breakdown of some opportunities is listed below:

- i. Ticket sales
- ii. Local sponsorship
- iii. Government grants and funding
- iv. Community grants and funding
- v. Program / game day line up sales
- vi. 50/50 sales
- vii. Special events/fundraising
- viii. Concessions
- ix. Other sources as detailed in your bid documents



Host Organizing Committee – Financial Obligations

The Host Organizing Committee's obligations for event expenses include, but are not limited to the following items:

Accommodations

Teams

The CBHA will provide an accommodations package utilizing the services of a secured third party booking agency partner. The Host Organizing Committee must show in the bid response appropriate and acceptable hotel accommodations for all teams participating in the 2018 ISBHF Junior World Ball Hockey Championships. A host hotel should be proposed in the bid, taking into consideration the quality of the property, prices during the period of the event and proximity to sport venues. The bid should list all additional hotels with typical room rates for that time of year, number of potential rooms and proximity from event locations. **The Host Organizing Committee is responsible for paying for accommodations for all officials required from outside the immediate market, including two (2) assigned International Officials from the ISBHF only.**

Officials

The Host Organizing Committee must provide appropriate and acceptable hotel accommodations for all game officials (10) and tournament Referee in Chief (2). The Host Organizing Committee must provide and pay for five (5) double rooms and two (2) single room for the officials and Referee in Chief.

Other Accommodation Requirements

The CBHA through their booking agency will also be responsible to hold an additional 8 rooms for ISBHF, CBHA, Merchandise, and Scouts/Media. These groups are responsible for payment on their own.

Meals

All competing teams are to pay their own meals. The Host Organizing Committee is responsible to provide meals to all volunteers. Typically, volunteers should receive a meal when they work more than 5 consecutive hours at any given time.

Travel

Visiting Team Travel

The CBHA will provide a plan for return ground transportation to and from the nearest International airport for all teams. The Host Organizing Committee is responsible for the following:

- Local ground transportation for all event related activities including practices, games, meetings, banquet and any other special events the teams are requested to attend.
- The CBHA may ask the Host Organizing Committee to secure additional transportation services through potential local sponsors (i.e. Dealership vans)

Officials

The Host Organizing Committee must ensure the on-pad officiating team has access to local transportation for games, airport pick up and drop off, banquet, or any other special events the officiating team is requested to attend. The ISBHF is responsible for paying a daily per diem to all on-pad officials.

The Host Organizing Committee must pay the following fees to all minor game officials only.

- All fees associated with minor officials per game. For the purposes of the bid response, please use \$60.00 per game to cover all minor officiating costs. All minor officials must be paid at the time of the completion of their service to the event.
- Meals are the responsibility of the officials, but the Host Organizing Committee should explore supplying meals for all officials while onsite at the sport venue. Snacks and drinks should be made available in the officials' room on a daily basis.
- Officials should be supplied with clean towels in their room after each game.



Other Host Organizing Committee – Financial Obligations

Arena - Facility

The Host Organizing Committee must pay all arena-related expenses including but not limited to the following:

- Facility and pad costs – The Host Organizing Committee must have exclusive use of the arena and main pad, two (2) days prior until one (1) day after the 2018 ISBHF Junior World Ball Hockey Championships. The HOC has the option of installing special sport court flooring, if available.
- Score clock, video score clock and any facility electronic signage.
- Signage, banner installation costs at the arena for ISBHF/CBHA and local sponsor signage.
- Any required signage at any secondary facilities including production, installation and removal costs associated with the required signage which will be decided upon by CBHA and ISBHF.
- Any costs associated with ensuring the facility meets the necessary specifications for web-streaming broadcast. Lighting, power, internet, camera positions, broadcast positions and any other costs that come out of the potential web-streaming partner site visit to ensure the venue is able to accommodate the broadcast. Web-streaming minimum specs can be found in Appendix E.
- Building staff – any staff required to run a successful event with large crowds, including game operations staff.
- Minor off-ice officials required to run games, including score keeper, goal judges, time keeper, penalty box attendants and bilingual PA announcer.
- Secured cages or rooms to house 16-20 sets of team equipment.
- Security staff and costs.
- Meeting space.
- First Aid – Medical staff costs & space usage.

Team Services

The Host Organizing Committee is required to provide the following team service elements at their cost:

- Laundry service for teams to have their team laundry done after games. This will include jerseys, socks, and player undergarments.
- Equipment repair service on call for all teams in the case of an emergency.
- Daily towel service for all teams following games.
- Industrial fans, dehumidifiers, and heaters where necessary to assist in drying of team equipment between games.
- Access to drinkable water in venue.
- Snack station at each room prior to games. Supply list can include yogurt, bagels, granola bars and fruit.
- Access to ice for Gatorade containers and for team training staff.
- Provide a qualified first responder and ambulance service on site for all games.
- Provide a list of other qualified medical professionals that can be made available on call for the teams during the tournament (dentist, chiropractor, physio, massage, etc.)

Administration, Marketing & Media

The Host Organizing Committee must pay for the following items and services.

- All marketing, advertising, promotion, public relations and related local sponsor servicing expenses.
- The production of any proposed opening ceremonies, ancillary events (fan zone) and other in game ceremonies.
- Various event administration expenses, including but not limited to staffing, furnished offices, meeting rooms, salaries, IT needs and utilities.
- Media services and related expenses as referenced in Appendix F.
- Insurance – including content and event cancellation insurance with a minimum \$2,000,000.00 coverage.

Tickets

The Host Organizing Committee must reserve or provide the following tickets as part of hosting the 2018 ISBHF Junior World Ball Hockey Championships.

- Fifty (30) complimentary VIP DAY PASS Tickets will be provided to CBHA for each day of the tournament. These tickets will be used for corporate partners and CBHA volunteers.
- The CBHA holds the right to negotiate a split on ticket revenue with the Host Organizing Committee.

50/50

The 50/50 is a Host Organizing Committee expense should they choose to have host draws.

Proposed Local Legacy Plan

Bid groups must provide specific detail on how the local portion of the financial legacy will be directed after the event is completed and finances have been audited. The Event Steering Committee will approve the final legacy plan. This plan will be used to provide direction and show the Site Selection Committee where bid groups see their legacy being directed back into grass roots ball hockey initiatives. A sample legacy plan template can be found in Appendix G.

Other

The CBHA will arrange for a detailed visitation program with the 2018 ISBHF Junior World Ball Hockey Championships hosts for the 2017 ISBHF Ball Hockey World Championships in Pardubice, Czech Republic in June. Bid groups may wish to send a representative to observe this championship and be on hand for a formal presentation and announcement as the 2018 ISBHF Junior World Ball Hockey Championships host.

The Host Organizing Committee must create and submit an event final report. This final report should be part of all initial planning stages as people in key roles will need to be aware of this commitment. All members of the Host Organizing Committee should be compiling information for this report upon being awarded the event. The final written report, in conjunction with the closing financial statement, are the final steps in hosting the ISBHF Junior World Ball Hockey Championships and fulfilling the contractual obligation of the committee.

CBHA – Financial Obligations

Hosting Grant

The CBHA will provide a hosting grant in the amount of \$1,000.00* per registered team (as per ISBHF Financial Regulations) to the Host Organizing Committee based on the following payment schedule and Host Organizing Committee deliverables. *Based on 2016 event grant

- 50% will be paid by CBHA upon Host Organizing Committee submission and Steering Committee approval of the event marketing plan, ticket sales plan, media plan, sponsorship plan, critical path and working budget.
- The remaining 50% will be paid by CBHA post event, once the final report has been submitted and approved.

Team Costs

Teams will pay the following costs for all their athletes.

- Airfare travel
- Airport transfer to host destination
- Entire team hotel costs

CBHA Staff Costs

CBHA is responsible for all travel, meal and accommodation costs for all CBHA staff including any National Supervisors and the Tournament Chair (the HOC may provide meals for the CBHA if available).

Accreditation

The Host Organizing Committee will provide and produce accreditation passes. The Host Organizing Committee is responsible for completing the accreditation template to ensure all volunteers, Host Organizing Committee members and other staff have proper accreditation for the event.

Visiting Teams

The Host Organizing Committee must provide player access accreditation at no cost (to a maximum 27 passes per team).

Officials

The Host Organizing Committee must provide all members of the officiating team with event access accreditation. This will include the tournament Referee in Chief as well as any National Supervisor assigned to the event.

Member Representatives

The Host Organizing Committee is required to provide all ISBHF/CBHA BOD with VIP accreditation for the 2018 ISBHF Junior World Ball Hockey Championships host.

CBHA/ISBHF

CBHA staff and the Tournament Directorate Chair will require All Access accreditation for the duration of the 2018 ISBHF Junior World Ball Hockey Championships.

Souvenir Event Program

The Host Organizing Committee may wish to provide an official souvenir program for the 2018 ISBHF Junior World Ball Hockey Championships, the Host Organizing Committee will cover the cost of production and printing. The Host Organizing Committee will provide the CBHA with a minimum four (4) pages of advertising.

Awards

The Host Organizing Committee will provide and pay for the following awards for the 2018 ISBHF Junior World Ball Hockey Championships.

- A minimum of 27 Gold, Silver and Bronze medals for each age division
- Two (2) Player of the Game awards for each game.
- The following trophies to be presented at the 2018 ISBHF Junior World Ball Hockey Championships:

| | | |
|----------------------------------|-----------------------|--------------------|
| Most Outstanding Player Trophy | Top Defenseman Trophy | Top Forward Trophy |
| Most Sportsmanlike Player Trophy | Top Goaltender Trophy | Top Scorer Trophy |

- Host provided World Junior Championship keeper trophy to be awarded to the winning teams following the completion of the Championship games.

Merchandise

CBHA owns all merchandise rights for the 2018 ISBHF Junior World Ball Hockey Championships. A percentage of sales will go back to the Host Organizing Committee.

National Partner Support

CBHA will support the 2018 ISBHF Junior World Ball Hockey Championships with products from various national sponsors if available. In the past this has included official game balls, Gatorade for all teams, drinks for volunteers, snacks for teams, vehicles for local transportation support, gas cards, and player gifting.

Host CBHA Member – Financial Obligations

The Host CBHA Member accepts the responsibility for any loss reported by the Host Organizing Committee in its financial statement submitted to CBHA.

The Host CBHA Member shall guarantee the financial success of the event by ensuring that the Host Organizing Committee meets the financial obligations of their bid, bid presentation, answers to any supplemental questions and the hosting contract.

If the Host CBHA Member reaches any other agreement with the bid group in terms of this financial guarantee this information needs to be submitted with the bid. For example, if an indemnity agreement is reached it needs to be submitted at part of the initial bid submission. CBHA will rely on the Host CBHA Member to ensure all bills are paid following the event.

Operational Plan – Key Considerations

Please note certain elements below may be contained in the “Host Organizing Committee – Financial Obligations” section of these Guidelines, but are also included here to ensure they are in place operationally.

Marketing/ Sponsorship/ Ticket Sales/ Grants

The Host Organizing Committee must generate substantial support from a variety of sources to ensure the financial success of the 2018 ISBHF Junior World Ball Hockey Championships. More specifically the bid documents should include an outline on the degree of support the Host Organizing Committee anticipates receiving from a variety of sources detailed below.

- Sponsorship sales plan and package highlighting plans to secure local sponsorship for the 2018 ISBHF Junior World Ball Hockey Championships. This package will require approval from the Steering Committee. The package must also respect the CBHA/ISBHF sponsor exclusivity guidelines which can be found in Appendix C.
- ISBHF/CBHA’s premier partners are the presenting sponsors of the 2018 ISBHF Junior World Ball Hockey Championships. Their logos will need to be recognized in all advertising and marketing materials.
- All local event sponsors must be non-conflicting and comply with the ISBHF/CBHA sponsor guidelines.
- The sponsorship plan should highlight all potential prospects as well as what levels they may fit into the sales plan. Other expected contributions such as in-kind donations, contra agreements and service donations should be included in the bid documents.
- Contra and in kind agreements should focus on offsetting costs and expected expenses like hotel rates, transportation services, facility subsidies, media partnerships, etc.
- Marketing plan should highlight all relevant activities the Host Organizing Committee is looking to engage in from start to finish. This plan should include how print, radio, television, signage and web and social media will be tied into the promotional plan. It should also incorporate the sponsorship plan and ticket sales plan.
- A media plan should provide direction on what local media partners will be targeted, what they will provide in terms of ads or recognition and how this will be utilized in the overall marketing strategy.
- A ticket sales plan should outline the strategy for pricing, packaging, distribution plan, timelines associated with different steps of the plan as well as targets and benchmarks that will be tracked throughout.
- The Host Organizing Committee must include detailed information on any grants or support funds noted in their bid documents. Provincial or municipal funding that is confirmed should be included, any potential grants should be noted and detail on the success of past groups in attaining any grants should be referred to in the bid documents.

The ISBHF/CBHA will support the Host Organizing Committee’s marketing plan with a variety of promotional materials and advertising support to assist with the branding of the event. Such additional materials may include, banners, posters, rink boards and web creative as deemed necessary by ISBHF/CBHA in cooperation with the Host Organizing Committee.

The Host Organizing Committee will design the official logo for the 2018 ISBHF Junior World Ball Hockey Championships. This will be the only logo utilized for the 2018 ISBHF Junior World Ball Hockey Championships. Any usage of this logo along with the ISBHF, CBHA and Premier Sponsor logos will require approval from CBHA in advance of usage.

The official website for the event will be ***CBHA.com/2018WorldJunior***. This will be built and managed by the CBHA at no cost to the Host Organizing Committee. Content will be provided by both CBHA and the Host Organizing Committee. This will be the only website utilized for the 2018 ISBHF Junior World Ball Hockey Championships. The Host Organizing Committee will build a social media plan to support the event including dedicated Facebook, Instagram and Twitter pages. The CBHA and ISBHF will also build and manage social media networks through Facebook and Twitter to promote the 2018 ISBHF Junior World Ball Hockey Championships.

The host Organizing Committee will source and pay for a digital ticketing system for the 2018 ISBHF Junior World Ball Hockey Championships, including all the necessary equipment to set up an onsite ticketing office in the host venue. This system will be the only ticketing system associated with the 2018 ISBHF Junior World Ball Hockey Championships.

Arena Facilities

Outlined below are all the key elements that need to be considered as part of the arena agreements and details provided in the bid documents.

- Facility needs to be available on an exclusive basis for a period of two (2) days prior to the event and one (1) day following. For the 2018 ISBHF Junior World Ball Hockey Championships facility exclusivity commences June 19, 2018 and concludes June 24, 2018
- One (1) twin-pad arena. Main arena minimum capacity of 2500 seats.
- Venue schematic and proposed allocation of use overview.
- Plan for optional sport court at main venue.
- Arena must meet minimum standards for web-streaming broadcast facilities as detailed in Appendix E.
- Media press box facilities capable of hosting a minimum 4-6 media.
- Acceptable web-streaming camera positions and arena lighting for a live web-streaming broadcast (min. 100 foot candle rating).
- A room dedicated to the web streaming broadcast team over the duration of the event.
- Acceptable space for media results and workroom.
- Acceptable space for VIP hospitality; room needs to accommodate a minimum of 30 people.
- One additional practice pad for teams available at no cost.
- Dressing rooms with showers for all participating teams and game officials. Rooms to be large enough to accommodate 22 players and allow good ventilation for drying equipment between games.
- Exclusive and free rights to the sale of merchandise and potential souvenir programs.
- Exclusive and free rights to distribute promotional items or fan premiums in venue.
- Right for ISBHF/CBHA and local event sponsors to have product displays in the lobby or concourse areas.

All facility and arena contracts entered into by the Host Organizing Committee fulfilling the obligations of these guidelines will be subject to prior approval of the Steering Committee. A copy of the proposed agreement must be included with the bid documents.

Transportation

The Host Organizing Committee will be responsible to provide the following transportation services.

- Design a plan for transporting teams between host hotels and venues.
- Local shuttle service for game officials, Member Reps, media and VIP's should be provided on a daily basis to and from practices, games and other event related functions.

- Have an on call emergency transportation service available to teams and tournament officials.
- Provide appropriate complimentary parking for teams, VIP's, officials, Member Reps, CBHA staff and tournament officials.

Media Services

The Host Organizing Committee will be directly responsible for the servicing of all media working on the Junior World Ball Hockey Championships. To accommodate this at a professional level, the following equipment and services will be necessary.

- Media work and results room must be provided at the main arena and available for all games and practices. This room should be equipped with the list of items found in Appendix F.
- Any lighting or audio requirements for this area will be the responsibility of the Host Organizing Committee.
- ISBHF/CBHA will have final approval on all press releases or press conferences aligned with the 2018 ISBHF Junior World Ball Hockey Championships.
- The Host Organizing Committee should assign a Media Chair to work directly with ISBHF/CBHA staff. The Media Chair will need a minimum of three (3) volunteers per game to assist in this area. One of these volunteers must be bilingual to assist with servicing any francophone media covering the event.
- The Host Organizing Committee should prepare a list of local media contacts well in advance of the tournament to ensure this group is well aware of all events surrounding the Junior World Ball Hockey Championships.

Photography

- The Host Organizing Committee will provide the official event photographer for the Junior World Ball Hockey Championships. This photographer retains all rights with respect to retail sales of Junior World Ball Hockey Championships photos. ISBHF/CBHA retains the rights to all the images from the 2018 Junior World Ball Hockey Championships and will ensure the Host Organizing Committee has any event related images they require for reporting or legacy purposes at no cost.
- The official photographer will require full access to the venue including cat walks to install strobe lights for the event.
- ISBHF/CBHA must approve any other photo credentials requested for the Junior World Ball Hockey Championships Junior World Ball Hockey Championships. All approved photographers will have to sign a legal waiver prior to receiving access to the venue.

Event Statistics

The HOC should provide an electronic statistics/results system. The Host Organizing Committee will be required to provide dedicated volunteers to enter the real time stats.

The Host Organizing Committee will also be required to have the necessary laptops, dedicated internet line or dedicated wireless access, printer and photocopiers to operate this system and provide timely results. The Host Organizing Committee should provide on-site staff support during the event to assist the media servicing team with all elements during the event.

Web Streaming

The CBHA currently plans on webcasting all games of the Junior World Ball Hockey Championships. The CBHA will secure the web streaming service provider. The Host Organizing Committee must ensure that there is a high speed dedicated internet line or dedicated wireless access and suitable broadcast space at centre ice for three (2) broadcasters, and a minimum one (1) cameraman.

Accreditation & Security

The Host Organizing Committee must provide the following in order to meet expected standards for security and accreditation.

- The Host Organizing Committee will produce and print all accreditation passes.

- A final accreditation list entered into the accreditation template shall be computerized and will need to be approved by the CBHA/ISBHF prior to the event.
- A colour coded system must be implemented to control access and to secure certain areas in the arena. This plan will be built in partnership with the accreditation team and the security team.
- The dressing room areas should be limited to players and officials exclusively where possible.
- Medical personnel must have access to all areas without delay.
- A risk management plan and emergency action plan will be laid out through the security team.

Team Services

The Host Organizing Committee is responsible for the coordination of all aspects of team services (unless previously listed). In order to assist with ensuring the teams are given a first class experience consistent with a World Championship it is recommended that each team be assigned two (2) Team Hosts. These Teams Hosts will be on call 24 hours a day to ensure their teams have everything they need to be able to compete.

Every team is to be treated equally by the Host Organizing Committee. This includes the officiating team who should be treated with all the same professionalism that is provided to the ball hockey teams.

Community Events

Any plans surrounding additional special events should be outlined in general terms in the bid documents. It is encouraged to take this event beyond the rink into the community, but this cannot be at a distraction to the actual event itself.

All additional events outside of the tournament games and banquet will require prior approval from the Steering Committee.

Bilingual Services

The official languages of the ISBHF Junior World Ball Hockey Championships are English and French. Therefore, the guidelines listed below are requirements of the Host Organizing Committee. ISBHF/CBHA will provide guidance and translation services for all printed, public facing materials and scripts.

- The Host Organizing Committee will ensure all promotion materials and information intended for the general public prior to, during and after the Junior World Ball Hockey Championships shall be made available in both official languages.
- The Host Organizing Committee and volunteer group will enlist a sufficient number of bilingual people to fill specific roles where bilingual requirements must be met.
- Event related directional signage with venues, hotels, arenas, must be bilingual.
- Written materials for the teams and visitors must be available in both official languages.
- A component of the opening and closing ceremonies, and all games must be bilingual. All ceremonies will require approval from ISBHF/CBHA in advance to ensure compliance with this requirement.

Medical Facilities & Emergency Services

Include in the bid documents a plan for dealing with all medical matters according to the areas listed below:

- Outline services available at local hospitals, clinics and other medical services including dentists, physiotherapy, massage, and chiropractor.
- Identify what emergency medical services will be available at all games and practice location
- Detail overall event medical plan and staffing plan for practices and games in accordance with the Minimum Medical Standards outlined in Appendix D.

Insurance

The CBHA will supply a liability insurance certificate prior to the start of the event upon request of the Host Organizing Committee. The Host Organizing Committee must secure event cancellation insurance in the event that the Junior World Ball Hockey Championships or any other ancillary events must be cancelled for seen or

unforeseen reasons. The Host Organizing Committee is also responsible for obtaining content insurance for all Junior World Ball Hockey Championships related supplies, awards, materials, and equipment shipped in advance and stored on site.

Human Resources and Volunteer Services

To stage and event of this magnitude, the Host Organizing Committee will be required to recruit, train, support and direct the efforts of community volunteers. In consideration of this critical group, the bid documents must include:

- Volunteer program and plan for training, coordination, screening, recruitment and recognition.
- The volunteer screening procedure is subject to prior approval of the Steering Committee. All volunteers and committee members should undergo a criminal record/background check in partnership with your local police services.

Tournament Schedules

The ISBHF/CBHA will set and approve the official Junior World Ball Hockey Championships game schedule. This schedule will be finalized no later than 90 days out from the event. A sample schedule can be found in Appendix B.

2018 Junior World Ball Hockey Championships Site Selection Overview

Please attach this overview as the first page of your bid document. The bid document can be used to supplement the information provided below. Please use the bid guidelines checklist on page 24 to ensure a complete bid is submitted.

1. Arena facilities

i) Main arena: **Please attach floor plan/ blueprint with proposed dressing room layouts for teams, official, coaches rooms and medical rooms*

- a. Name: _____
- b. Capacity : _____ Seating: _____ Standing: _____ Number of Suites: _____
- c. Number of dressing rooms: _____ Average square footage: _____
 - i. Square footage of smallest dressing room: _____
- d. Number of coaches rooms available: _____
- e. Number of meeting rooms: _____
 - i. Average square footage of meeting rooms: _____
- f. Number of additional storage areas: _____
 - i. Average square footage: _____
- g. Square footage of officials room: _____
- h. Medical room: yes _____ no _____
- i. VIP Room : yes _____ no _____
- j. Press box: yes _____ no _____
 - i. If yes: Size: _____ Number of seats: _____
- k. Volunteer room: yes _____ no _____

ii) Secondary arena **Please attach floor plan/ blueprint – if applicable*

- a. Name: _____
- b. Capacity : _____ Seating: _____ Standing: _____ Number of Suites: _____
- c. Number of dressing rooms: _____ Average square footage: _____
Square footage of smallest dressing room: _____
- d. Number of coaches rooms available: _____
- e. Number of meeting rooms: _____ Average square footage of meeting rooms: _____
- f. Number of additional storage areas: _____ Average square footage: _____
- g. Square footage of officials room: _____
- h. Medical room: yes _____ no _____
- i. VIP room: yes _____ no _____
- j. Press box: yes _____ no _____
If yes: Size: _____ Number of seats: _____

b. Additional arena information:

- a. Is there a dedicated merchandise space: yes _____ no: _____
- b. Is there a dedicated box office that can be used for ticketing leading up to and during the event:
Yes: _____ No: _____
- c. Internet service provider: _____
Hardline connection available for web streaming: yes _____ no _____
Strength/ wireless capabilities/ security comments:

c. Hotel Accommodation

a. Is your market able to provide a minimum 240 quality hotel rooms in reasonable proximity to your arena facility? Yes ____ No ____

If no, please explain: _____

Hotel provider #1:

Name: _____ Applicable room rate: _____

Reserved for (teams, CBHA/ISBHF, officials) _____

Number of available rooms: _____

Number of meeting rooms: _____

Hotel provider #2:

Name: _____ Applicable room rate: _____

Reserved for (teams, CBHA/ISBHF, officials) _____

Number of available rooms: _____

Number of meeting rooms: _____

Hotel provider #3:

Name: _____ Applicable room rate: _____

Reserved for (teams, CBHA/ISBHF, officials) _____

Number of available rooms: _____

Number of meeting rooms: _____

e. Transportation

a. Do you have dedicated transportation available for each team while in your market:
yes ____ no ____

If no, please explain: _____

b. Do you have volunteers available to shuttle* officials, VIP's and staff when required:
yes ____ no ____

If no, please explain: _____

BID GUIDELINES CHECK LIST

2018 ISBHF Junior World Ball Hockey Championships

The following items are required for any bid to be considered by the Site Selection Committee. Omission of any one of these items will result in an incomplete bid.

- Involve CBHA Provincial Member and local ball hockey league from day one of bidding process
- Include the site selection overview as page one of your bid
- Mandate of Host Organizing Committee – what is your goal in hosting the 2018 ISBHF Junior World Ball Hockey Championships
- Highlight your relationship and partnership with Minor Ball Hockey
- Facility agreement – include a copy of the potential facility agreement showing the facility is available and what type of business agreement your potential host group would be entering into with the facility, this should also outline how many seats are available to sell, seats, standing room, suites, etc..
- Arena diagram – with room measurements documented as well as how your group plans to use the various rooms
- Host Organizing Committee Organizational Chart – who are your key members and what are their roles

- Detailed business plan – to include, but not limited to:
 - Ticket sales plan – highlighting timelines, prices, success indicators and overall sales strategy, where and when packages and single tickets will be sold and what background do you have to support this strategy
 - Sponsorship plan – timelines, prospects, proposed sales package, pricing structure, goals, and plans to work with ISBHF/CBHA exclusivities and partners
 - Legacy plan – detailed plan for all potential profits of the event
 - Deficit plan – detailed plan for all potential deficits from the event
 - Media plan and promotional strategy – including potential partners and timelines, who is on board and how will they be supporting
 - Advertising plan – including potential partners and budget and how any advertising will be used to meet your goals
 - Overall marketing plan highlighting how your ticket sales, sponsorship, media and advertising plan are integrated to help you achieve your goals
 - Detailed budget – outlining full budget based on your event projections and detail on how your projected budget is going to be met
 - Break even budget – outline based on your expenses and your revenue plans a break even budget. Worst case scenario
 - Logistics plan – detailed plan on how teams, officials, VIP's, Member Reps will be looked after from arrival to departure i.e. accommodation, meals, transportation plan and ability to handle all teams and delegates, dressing rooms
 - Athlete experience – what are you going to do as a committee to give the athletes the best experience possible
 - Facility – does arena meet minimum standards as outlined in the bid guidelines for the Junior World Ball Hockey Championships? If not how do you plan to meet these?
 - Complete the contact sheet outlining who the main contact(s) will be for the Host Organizing Committee.

2018 ISBHF

Junior World Ball Hockey Championships

Appendices



APPENDIX A - BUDGET REFERENCE

REVENUE

Tickets
Sponsorship
Government Funding
CBHA/ISBHF Grant
Program Sales
Fundraising
Ancillary Events
Concessions
50/50
Volunteer
Other
Total

EXPENSE

Transportation
Per Diems
Accommodations
Facility Rentals
Officials Cost (fees)
Operations
Legal & Insurance
Player Gifting
Hospitality
Protocol
Special Events
Banquet
Volunteer Services
Administration
Advertising/Promotion
Printing
Game Operations Sponsor
Servicing
Media/Communications
Video Services
Landry & Towel Service
Medical
Event Site Visit
Bid Costs
Contingency
Total

Estimated Profit

APPENDIX B SAMPLE SCHEDULE

World Junior Championships in Sheffield, United Kingdom

July 6 -12, 2016

| | | |
|----------------|----------------|----------------|
| U16 | U18 | U20 |
| Great Britain | Great Britain | Great Britain |
| Canada | Canada | Canada |
| USA | USA | USA |
| Switzerland | Switzerland | Switzerland |
| Czech Republic | Czech Republic | Czech Republic |
| Slovakia | Slovakia | Slovakia |

| Game | Home | Guest | Category |
|------------|-------------------------------|----------------|----------|
| | Wednesday July 6, 2016 | | |
| 1 7.30am | Canada | USA | U16 |
| 2 8.30am | Canada | USA | U18 |
| 3 11.30am | Canada | USA | U20 |
| 4 01.30pm | Slovakia | Switzerland | U16 |
| 5 03.30pm | Slovakia | Switzerland | U18 |
| 6 05.30pm | Czech Republic | Great Britain | U16 |
| 07.15pm | Opening Ceremony | | |
| 7 08.00pm | Czech Republic | Great Britain | U18 |
| 8 10.00pm | Czech Republic | Great Britain | U20 |
| | Thursday July 7, 2016 | | |
| 9 7.30am | USA | Switzerland | U20 |
| 10 9.30am | Czech Republic | Canada | U16 |
| 11 11.30am | USA | Switzerland | U16 |
| 12 01.30pm | Canada | Great Britain | U18 |
| 13 03.30pm | Canada | Great Britain | U20 |
| 14 05.30pm | Canada | Great Britain | U16 |
| 15 07.30pm | Slovakia | Switzerland | U20 |
| 16 09.30pm | Czech Republic | Switzerland | U18 |
| | Friday July 8, 2016 | | |
| 17 7.30am | Switzerland | Canada | U18 |
| 18 9.30am | Switzerland | Canada | U20 |
| 19 11.30am | USA | Czech Republic | U18 |
| 20 01.30pm | USA | Czech Republic | U20 |
| 21 03.30pm | USA | Czech Republic | U16 |
| 22 05.30pm | Great Britain | Slovakia | U16 |
| 23 07.30pm | Great Britain | Slovakia | U18 |
| 24 09.30pm | Great Britain | Slovakia | U20 |
| | Saturday July 9, 2016 | | |
| 25 7.30am | Slovakia | Czech Republic | U16 |
| 26 9.30am | Slovakia | Czech Republic | U18 |
| 27 11.30am | Great Britain | Switzerland | U16 |
| 28 01.30pm | Great Britain | Switzerland | U18 |
| 29 03.30pm | Great Britain | Switzerland | U20 |
| 30 05.30pm | Slovakia | Czech Republic | U20 |
| 31 07.30pm | Switzerland | Canada | U16 |
| 32 09.30pm | USA | Switzerland | U18 |
| | Sunday July 10, 2016 | | |
| 33 7.30am | Slovakia | Canada | U20 |
| 34 9.30am | Slovakia | Canada | U18 |
| 35 11.30am | Slovakia | Canada | U16 |
| 36 01.30pm | Switzerland | Czech Republic | U16 |
| 37 03.30pm | Czech Republic | Switzerland | U20 |
| 38 05.30pm | Great Britain | USA | U16 |
| 39 07.30pm | Great Britain | USA | U18 |
| 40 09.30pm | Great Britain | USA | U20 |
| | Monday July 11, 2016 | | |
| 41 7.30am | USA | Slovakia | U18 |
| 42 9.30am | USA | Slovakia | U16 |
| 43 11.30am | USA | Slovakia | U20 |
| 44 01.30pm | Czech Republic | Canada | U18 |
| 45 03.30pm | Czech Republic | Canada | U20 |
| 46 05.30pm | 5th team | 6th team | U16 |
| 47 07.30pm | 5th team | 6th team | U18 |
| 48 09.30pm | 5th team | 6th team | U20 |
| | Tuesday July 12, 2016 | | |
| 49 8.00am | 3rd team | 4th team | U16 |
| 50 10.00am | 3rd team | 4th team | U18 |
| 51 12.00pm | 3rd team | 4th team | U20 |
| 52 02.00pm | 1st team | 2nd team | U16 |
| 53 04.00pm | 1st team | 2nd team | U18 |
| 54 06.00pm | 1st team | 2nd team | U20 |
| 08.00pm | Closing Ceremony | | |

Note: The 2016 World Junior Championships hosted three age divisions at one venue on one playing surface. The 2018 World Junior Championships will consist of 8-10 teams in both the U18 and U20 age divisions, ideally conducted at one twin-pad facility.

APPENDIX C - CBHA/ISBHF PARTNERS

PREMIER SPONSOR PROMOTIONAL BENEFITS

Exclusive co-presenters of all CBHA National Championships.

Exclusive presenters of national web streaming broadcasts produced by CBHA.

Exclusive right to use CBHA trademarks in the product category.

Inclusion in all CBHA National event promotional activities.

EXCLUSIVITY APPLICABLE TO ALL CBHA PROGRAMS, EVENTS AND FACILITIES

Industry exclusivity guidelines apply to signage (in camera view), print material (including posters, newspaper advertising, event programmes, line-up inserts, news releases and letterhead), print media partners, radio and television advertising and broadcasts. Exclusivity guidelines do not apply to permanent venue signage, i.e.: back-lit arena signage, and fixed wall signage, and score clock, subject to CBHA approval.

PROSPECTS BY CATEGORIES

Categories of sponsorship that do not conflict with ISBHF/CBHA that you should consider when building your sponsorship plan.

| | |
|--|--|
| Accounting/Audit | Print Media |
| After Market auto repair | Rail – Freight |
| Car Rental | Rail – passenger |
| City/Provincial Transit | Real Estate (Home) |
| Construction | Recreational Vehicles & Dealers (Ground & Water) |
| Consumer Electronics | Recruiting |
| Drug Store Retail | Security |
| Energy (Electrical Power) | Tools |
| Engineering Firms | Travel |
| Event Rentals | Uniforms |
| Dining | Waste Management |
| Fitness Clubs& Spas | Web Hosting |
| Furniture Retail | Windows & Doors |
| Grocery Retail | |
| Heavy Duty Equipment (Construction/Farm) | |
| Home builders | |
| Jeweler | |
| Land Development | |
| Law Firms | |
| Local Crown Corps | |
| Local Dentistry | |
| Local Utility/Power Company | |
| Mining | |
| Moving & Storage | |
| Natural Gas | |
| Office Equipment | |
| Office Supplies Retail | |

APPENDIX D - MINIMUM MEDICAL STANDARDS

All ISBHF Events will have the following services on site during all team games and practices for Players, Coaches, Officials and Trainers:

1. An onsite athletic therapist, preferably one with experience dealing with concussion injuries.
2. Local Emergency Services (Ambulance Services) onsite for all team games and *if possible* practices.
3. A registered massage therapist onsite or at a local clinic who will schedule certain times that players can access their services.
4. A Physiotherapist onsite or accessible through a local clinic who will schedule times that players can access their services
5. An on call emergency dentist or orthodontist who can be accessed by players if required.
6. A chiropractor who can be available to the players on short notice and through their local offices.

APPENDIX E - MINIMUM WEB STREAMING BROADCAST FACILITY REQUIREMENTS

Below is an outline of standard web streaming broadcast requirements. The host web streaming broadcaster will conduct a detailed site survey of each venue to determine camera, press box and host locations. Please note depending on the venue, possible seat kills to accommodate television camera and cabling access may be necessary.

If all arena venues do not meet the following requirements, the cost to upgrade the facilities will be the sole responsibility of the Host Organizing Committee.

1. LIGHTING

- Between 100 and 150 foot candles.
- Flat lighting - one color temperature.

2. POWER

- 200 amp / 208 volts / 3 PH (3 phase) - 400 amp is ideal.
- Power source should be within 150 feet of the mobile parking position.
- Adequate house power in both the press box and the designated studio area.
- House power should be 30 amps / 110 volts.

3. CABLE ACCESS

- Easy cable access into the building, i.e. through cable hatch or door left open.
- Cable access same side as mobile parking or easy access to press box side.

4. PRESS BOX

- Minimum size for press box is to host a maximum of 6-8 media in main venue.
- In addition, press box should be able to accommodate a minimum of three (1) sets of commentators (i.e. isolated broadcast booths) for radio and TV.
- Adequate distance from near boards to cameras 1 and 2, i.e. at least 24 feet from the near boards to the main play-by-play and tight follow positions, otherwise a camera position (scaffold or platform) would have to be built which may result in several seat cancellations.
- Arena should have both a penalty and shot clock viewable from press box.

5. CAMERA POSITIONS

- Cameras 1 and 2 - tight follow and play-by-play - should be placed in the press box (if press box cannot accommodate the two cameras, this could result in seat cancellations at the back row of seating on a platform on either the lower level or, where applicable, the upper level seating).
- There is the possibility of a third camera (iso) positioned next to cameras 1 and 2 in the press box or higher position.
- Camera 3 - high end zone/hard - will result in seat cancellations or, depending upon the venue, placement could be at the back of a row on a two (2) foot riser. May also require room for a platform for the on-camera host position that may result in further seat cancellations.
- Camera 4 - opposite low – hand held at game level. Possible seat cancellations;
- Camera 5 - opposite low - at ice level. Possible seat cancellations;
- If there are split benches - hard reverse angle camera at the top opposite concourse;
- It is to everyone's advantage if the arena has catwalks over the ice for rigging of overhead cameras and microphones.

NOTE: If an arena falls short of any of the above mentioned minimal requirements, a survey at that venue could serve to establish adjustments which could be made to bring the venue up to an acceptable level.

APPENDIX F MEDIA SERVICE REQUIREMENTS

Media Workroom and Results Room

- Photocopier – high speed, high capacity copier with legal and letter capabilities
- Legal and letter paper supplies
- Appropriate work area (table and chairs)
- Computers (2) with internet access (high speed) or dedicated wireless and access to power
- Laser printer accessible through wireless hub or a minimum one computer station
- Supplies and equipment to organize and distribute statistics and line-up sheets for all games
- Proper lighting

Main Venue Press Box Facilities

- Computer laser printer – that can be plug and play with a laptop
- Two (2) laptops for real time stats set up, these laptops will require a dedicated internet line
- Photocopier
- High speed internet access for media that request this service
- Space for webcast crew, three (3) spots with dedicated internet line
- Space for real time stats, website and CBHA/ISBHF media staff four (4) spots
- Remaining space allocated to media with ISBHF/CBHA approval – minimum six (6) spots for local media
- Satellite Venue Press Box Facilities

Legacy Fund Outline

1. Purpose:
To provide financial support for minor/youth ball hockey in the event location
2. Process:
Page eight of this document provides information on the process that will be undertaken by the Host Organizing Committee to award, disperse and manage the fund.
3. Criteria for application:
Page nine of this document (Bid Presentation Documents – Overview) outlines the criteria that will be considered when evaluating submissions received.
4. Documentation:
Only applications submitted on the standard application form will be considered. Additional relevant support documentation may be attached.
5. Filing Deadlines:
Applications must be received no later than noon, (insert date here.) Late applications will not be received or considered.

Application Information/Contact:

The legacy process is as follows:

1. The 2018 event Host Organizing Committee, with the approval of the event Steering Committee (the Steering Committee), establishes the legacy process including the criteria by which applications are to be considered.
2. The Host Organizing Committee is appointed to administer the consideration of applications and allocation of funds according to the approved Legacy process.
3. The Host Organizing Committee publicizes the legacy application process throughout the partner communities.
4. The Host Organizing Committee reviews all applications and determines the allocation of legacy funds, distributed throughout the partner communities.
5. The total legacy is comprised of net revenue and surplus equipment left over from the event.
6. The total legacy fund will be disbursed to the approved applicant(s) on Host Organizing Committee cheques with a covering letter signed by the Host Organizing Committee Chair outlining conditions of the grant. The Host Organizing Committee determines procedures for award announcements, recognizing the local partnership.
7. The Host Organizing Committee monitors the recipients' projects to ensure compliance with plans and, if not complied with, all the remaining funds are returned to the Host Organizing Committee. Recipients' projects are to be completed within one year of receipt of the legacy funds.
8. In the event funds remain unallocated or are returned after the initial application process the Host Organizing Committee will follow the same process for the disbursement of these funds.

Criteria for Legacy Fund Applications

Applications will be considered from hockey associations, and local arena facilities in the event location. The priority of the legacy fund of the event will be to support projects benefiting ball hockey development in our community.

1. Benefit to event location

Projects must be realized within the partner communities and must be a benefit to minor/youth ball hockey within the partner communities.

2. New Equipment and Facilities

Projects are encouraged that provide new facilities, facility upgrades and/or equipment to enhance participation in the sport, provide a lasting legacy with broader community benefit.

3. Multi-Benefit Projects

Multi-benefit projects that provide a benefit not only to minor/youth ball hockey are encouraged; they have greater impact on the community.

4. Athlete Participation and Coach Development

The Host Organizing Committee encourages applicants to consider projects that are relevant to improving access and support for young developing athletes, such as children and youth programs, recruitment projects, special training opportunities and improving capacity of coaches, officials, where it will result in improved participation and quality of experience.

5. New Initiatives

Funding is intended for projects that are new initiatives providing a service or resource that would not otherwise be available. The legacy is meant to expand available resources not replace or reallocate past funding commitments.

6. Completion In One Year

Generally, activities for which legacy funds were granted must be substantially completed within one year, to the satisfaction of the Host Organizing Committee. In cases where the legacy fund is placed with a community foundation this would not apply.

APPENDIX H - CBHA DEVELOPMENT INITIATIVES

During your event, the CBHA may conduct various specialty development clinics and festivals that target coaches, officials, trainers, players and parents in your local communities as well as the participants involved in your event to help enhance the overall event. The seminars and festivals should be coordinated through your Provincial Member.

The following examples are some of the programs we have executed in past events:

- Coaches, Officials and Trainer Seminars
- Initiation Program Demonstrations
- Minor Ball Hockey Festivals
- CBHA Skills Camps

Key Considerations:

- All development programs must be approved by the CBHA Provincial Member prior to planning
- Secure additional pads and meeting rooms
- Volunteer support to execute the programs
- Availability of CBHA and Provincial Member Course Conductors to execute the programs
- Create an overall communication/promotional plan for programs

APPENDIX I - BID GUIDELINES CONTACT SHEET

Please fill out the contact sheet below with all people your bid group would like included on information with respect to your bid for the 2018 ISBHF Junior World Ball Hockey Championships.

Host Organizing Committee Contact(s)

| Name | Phone | Email |
|------|-------|-------|
|------|-------|-------|

Host Member Contact(s)

| Name | Phone | Email |
|------|-------|-------|
|------|-------|-------|

Host CBHA Member Province Contact

| Name | Phone | Email |
|------|-------|-------|
|------|-------|-------|

All correspondence from CBHA with respect to the 2018 ISBHF Junior World Ball Hockey Championships bid process will be forwarded to the list provided.

BID GUIDELINES CONTACT

2018 ISBHF World Junior Ball Hockey Championships

FOR MORE INFORMATION PLEASE CONTACT:

Canadian Ball Hockey Association
PO Box 22005
Kingston, ON K7M 7E0

Laurence Bishop
Telephone: 613-815-9610
Email: lbishop@CBHA.com
Web site: <http://www.CBHA.com>