



To: General Purposes Committee

From: Cathryn Volkering Carlile
General Manager
Parks, Recreation and Cultural Services

Gary Young
Acting Director Richmond Olympic Business Office

Re: BC Seniors Games Bid

Date: September 26, 2007

File:

Staff Recommendation

1. That Council give staff direction on how they wish to proceed with the 2009 BC Seniors Games bid.

Cathryn Volkering Carlile
General Manager
Parks, Recreation and Cultural Services
(4068)

Gary Young, Acting Director
Richmond Olympic Business Office
(4916)

Att. 6

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE		CONCURRENCE OF GENERAL MANAGER
Budgets	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Arenas and Aquatics	Y <input type="checkbox"/>	N <input type="checkbox"/>	
Community Recreation	Y <input type="checkbox"/>	N <input type="checkbox"/>	
REVIEWED BY TAG	YES <input type="checkbox"/>	NO <input type="checkbox"/>	REVIEWED BY CAO YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

Earlier this year, the City received a letter of invitation from the BC Games Society to host the BC Seniors Games in 2009 or 2010 (**Attachment 1**).

At the September 17, 2007 General Purposes Committee Meeting, the following referral was made:

That the request to submit a bid to host the 2009 BC Senior Games be referred to staff for report to Committee on the viability of the proposal, including the implications of hosting the event and addressing volunteer issues, in sufficient time to allow the submission of a bid in a timely manner, if deemed to be appropriate.

This report will respond to this referral by outlining the requirements, viability and implications of hosting the 2009 BC Seniors Games in Richmond.

Background

The BC Seniors Games Society is the parent organization responsible for the BC Seniors Games. The BC Seniors Games is an annual event, generally held in September. Up to 3,500 athletes, and 3,000+ spectators, serviced by 2,500 local volunteers, take part in these Games. The BC Seniors Games is one of four in the family of BC Games that includes the Summer, Winter, Disabled and Seniors Games.

The mission of the BC Seniors Games Society is:

- To promote active participation by seniors in sport, recreation, fitness, culture and self-education
- To demonstrate the values and abilities of seniors and create an awareness contribution to the Canadian lifestyle;
- To encourage physical, social, and creative achievement throughout participation and friendly competition;
- To engender a sense of community spirit by providing the opportunity and catalyst for bringing seniors, their families, and community at large, to participate in the B.C. Seniors Games,
- To organize the B.C. Seniors Games.

Requirements for Hosting the BC Seniors Games

The following are the requirements for hosting the BC Seniors Games:

Bid Requirements

The BC Seniors Games Society is now accepting bids for the 2009 and 2010 BC Seniors Games. The bid deadline is Oct 30, 2007). The dates for the 2009 BC Seniors Games are September 16-19 (Wednesday to Saturday). A copy of the BC Seniors Games Bid Package is attached (**Attachment 2**).

Bids must include:

- A resolution from City Council indicating support for the Bid Application, which includes a minimum commitment of a \$50,000 financial contribution to the Host Non-Profit Society and at least \$45,000 in-kind services and facilities that will be provided.
- Capability to support all Core sports and at least 4 optional sports with adequate facilities, including letters of initial confirmation from venue managers of core sport facilities.
- A complete listing of accommodations, outlining the minimum of 1,700 beds and 400 RV sites within a 40 km radius of the Games Village. Pricing must be included in this list.
- A community map identifying sport venues, accommodation and distances from the Games Village.
- A letter of support from the School District if school facilities will be used for the Games.

Number of Participants and Events

The BC Seniors Games involve approximately 3,500 registered participants ages 55 years and older. These athletes compete in at least 24 different sporting events over four days of competition.

Games Budget

There is no standardized budget supplied by the BC Games Society. The cash budget range is between \$250,000 and \$590,000. These cash budgets do not include the contra services provided by host cities or sponsors.

BC Seniors Games are funded by the following:

- Provincial Government's Ministry of Tourism, Sport and the Arts give \$85,000.
- Participant registration fees of roughly \$118,500 per Games.
- Host City support minimum \$95,000 (\$50,000 plus \$45,000 in-kind support of services and facilities).
- Corporate sponsorship of approximately \$50,000+

Recent Games Locations

In recent years, the BC Seniors Games have been held in:

- Nanaimo (September 12 to 16, 2007)
- Abbotsford (August 23 to 26, 2006)
- Cowichan – 2005
- Penticton – 2004

Comments from other Games cities are attached. The 2008 BC Seniors Games are planned for Prince George (September 10 to 13, 2008).

(Attachment 3) contains participation and budget data to use for comparison of 3 previous Games.

Games Administration Requirements

The host community for the BC Seniors Games must form a non-profit Host Society with an elected Board of Directors to oversee the administration of the Games. It is the responsibility of this Host Society to plan and implement the Games. The BC Seniors Games Society provides direction, resources, and support to the Host Society and their volunteers as they develop their plans for the Games. Typically one or more City staff or civic leaders are elected to represent the host community on the Board.

The BC Seniors Games Society provides event management support to the local Host Society by providing two Event Managers. The host community must employ an Operations Manager for the Games. The Host Community must fund the remuneration for this position and other employees. Discussions with other Games host communities indicate that this position is required on a full-time basis for a period of no less than 9 months leading up to the Games.

Facility Requirements

The host community must have the capability to provide the minimum facility requirements for 20 core sports and at least 4 optional sports listed below. The host community can also ask to add 1 or 2 demonstration sports.

The host community must also be able to provide adequate facilities for:

- Providing an administrative office space for conducting Games business operations.
- An Accreditation Centre (large indoor space in which to efficiently accredit up to 3,500 athletes).
- A Ceremony venue (for up to 3,500 athletes and 1,000 spectators) for the Opening and Closing Ceremonies.
- A Medical Facility and provision of first aid at all venues.
- A Food Services facility capable of preparing lunches and a banquet with seating up to 3,500 people. This facility could also serve as an entertainment facility for dancing and other Friday night festivities.
- Storage for Games equipment and supplies.

The above items are not included in BC Seniors Games estimate of Host costs, as per the attached BC Seniors Games bid package.

Richmond has the capacity to support all 20 core sports and 9 optional sports and facilities for accreditation, ceremonies, medical and food services. In most cases, regularly scheduled community activities will be interrupted to enable the BC Senior Games to take place. These include the start of the Fall programs for aquatics, arenas, recreation, and outdoor field sports. There would be a loss of revenue associated with the displacement of these programs.

The City does not control all the facilities outlined above, therefore, use will have to be negotiated with the various owners/operators. See (Attachment 4) for specific details on possible event venues.

Accommodation Requirements

The Games has a requirement of a minimum of 1,700 beds and 400 RV sites within a 40km radius from the Games Village. There are 4,000 hotel rooms in the City of Richmond. Adequate RV sites are located in adjoining communities of Delta and Surrey. Richmond has no RV sites.

Transportation

The Games will have a requirement for parking for buses, automobiles and RVs at each of the venues.

Volunteer Requirements

Estimates on volunteers required range from 1,000 to 3,500 volunteers needed. The number of events held, their complexity and the number of participants who attend determine the volunteer requirements. In addition to the 16 Host Society board members, the following volunteer functions will need to be recruited, trained, assigned, and recognized.

- Protocol
- Officials
- Administration
- VIP Services
- Hospitality
- Ceremonies
- Communications
- Food Services
- Fundraising and Sponsorship
- Medical and Security
- Marketing, Advertising and Promotions
- Transportation
- Sport Events
- Special Events and Entertainment
- Registration and Results
- Volunteer Coordination

Community Support

Staff have had discussions with Richmond community groups/agencies regarding their support for hosting the 2009 BC Seniors Games in Richmond. Their responses are as follows:

1. *Richmond Sport Council*

At their regular monthly meeting of Tuesday September 11, 2007, Richmond Sports Council endorsed the following motion (see **Attachment 5**):

"That Richmond Sport Council take the lead on bidding for the 2009 BC Seniors Games."

Staff met with Mr. Jim Lamond – Chair of Richmond Sport Council to determine what role Sport Council would be prepared to play in hosting the Seniors Games. Mr. Lamond indicated that Richmond Sport Council would:

- Be responsible for preparing the bid document
- Request a letter of support from the Richmond School District, if school facilities are required for hosting the Games
- Establish a Host Society and Board of Directors
- Recruit Games volunteers to run the various sporting events

- Solicit event sponsors to help offset Games expenses
- Work with Tourism Richmond to secure accommodation for the athletes
- Work with City staff to secure facilities and event venues

2. *Minoru Seniors*

The Chair of Richmond Sport Council asked the Minoru Seniors Society for a letter in support of a bid to host the 2009 or 2010 BC Seniors games (see **Attachment 6**). The Executive Committee of the Board of Directors of the Minoru Seniors Society voted not to support hosting the 2009 or 2010 BC Seniors Games, but is interested in hosting the 2011 BC Seniors Games. Mr. Lamond indicated that he intends to make a further request for their support of the Games.

3. *Tourism Richmond*

Tourism Richmond has indicated that they would assist in marketing the BC Seniors Games to increase the number of participants and spectators, and to assist with bid preparation and promotional material on what to see and do in Richmond.

4. *Volunteer Richmond*

Volunteer Richmond has stated that they are prepared to assist with recruiting volunteers to assist with the 2009 BC Seniors Games.

Implications of Richmond Hosting the 2009 BC Seniors Games

The following are the pros and cons associated with hosting the BC Seniors Games in Richmond in 2009 and may or not be factors in the City of Richmond bid.

Pros	Cons
The City's Major Events Strategy supports Richmond hosting multi-sport games such as the BC Seniors Games.	Seeking corporate sponsorship to help defer the costs of staging the BC Seniors Games in 2009 would seriously conflict with other City managed fundraising programs taking place in support of the Oval and 2010 activities.
Good opportunity to showcase Richmond as a healthy, physically active and enthusiastic sport community. This increases community pride and will profile Richmond to many BC seniors as a great place to live, visit and play.	In 2009, the Oval is not in legacy mode; therefore the City won't be able to showcase the Oval as a fully completed facility or to take advantage of its full capabilities.
Provides enjoyable and meaningful volunteer work for many Richmond seniors (i.e. "seniors helping seniors").	According to Tourism Richmond, September is peak season in the City and hotel rooms are at a premium, which will require many participants (especially the RV visitors) to stay in other communities. This will be lost revenue for local merchants. As well, room rates begin at the \$109 price point, which might prove prohibitive for people on a fixed income.
Richmond has all the facilities and skilled sport	Hosting the BC Seniors Games in 2009 will

Pros	Cons
<p>volunteers required to host a highly successful BC Seniors Games in 2009.</p>	<p>require considerable City staff involvement, including a senior manager or member of Council on the Host Society Board of Directors to represent the City's interests and another City staff person to be the Operations Manager for the Games. Extensive use of City staff and resources, only six months prior to hosting the biggest, highest profile athletic and media event that Richmond has ever hosted, the 2010 Winter Olympics. The City will have to increase its event management staff capacity to take on this additional multi sport event.</p>
<p>Good opportunity for developing skilled volunteers just prior to Richmond hosting the 2010 Winter Olympics.</p>	<p>Facilities needed for the Games are already in heavy use during this period, causing an interruption of regularly scheduled programs, most particularly the start of the Pool Program and some Field Sports Programs. Some local sports organizations will be displaced by Seniors Games events.</p>
<p>Economic spin-off to local merchants. The BC Games Society states that the financial impact of the BC Senior Games can reach \$2.2 million dollars. Information from recent host cities suggests much lower economic benefit totals, (closer to \$1 million), but no formal audit has been completed on the Games used for comparison.</p>	<p>Hosting the BC Seniors Games requires significant community volunteer effort. The Host Society will elect a volunteer Board of Directors who will need to recruit, train and direct the efforts of approximately 1,000-2,500 community volunteers. The BC Seniors Games Host Society may face a shortage of volunteers in 2009 due to the many other more prestigious Olympic related volunteer opportunities.</p>
	<p>Discussions with BC Games officials indicate that many other communities throughout the province are preparing bids for the 2009 BC Senior Games and that often decisions are made based on the geographical equity.</p>
	<p>There is a significant cost difference between what the bid package states is the approximate cost to the host city to host the BC Seniors Games and what past host cities have stated were their final costs. The discrepancies come from the un-stated costs of staff time, facility rentals, loss of income, office, storage and equipment needed, city-supplied transportation.</p>

The following are events tentatively planned for the City of Richmond for the same time period as the planning and organizing work for the BC Seniors Games will need to take place:

Fall/Winter 2008

- Official Oval Opening (Gala Event)
- Official Oval Opening (Public Event)
- Official Oval Opening (Media Event - may be combined with public and gala events)
- Canadian Single Distance Long Track Speed Skating

Winter/ Spring 2009

- Countdown to 2010
- Richmond Winter Festival
- Mid-Autumn / Moon Festival
- Chinese New Year Parade
- World Single Distance Long Track Speed Skating

Summer/Fall 2009

- Cultural Olympiad Programs
- National Volleyball Championship
- River Rage (rowing, dragon boating, outrigger and canoe regatta)
- Richmond Maritime Festival/ Tall Ships visits
- Steveston Salmon Festival
- Nibbles & Bites
- Nations Cup
- Dolphin Classic
- World Police and Fire Games
- Canadian Youth Soccer Championships

Some of the above events are international in scope and will require a significant number of event staff and volunteers.

Financial Impact

A resolution from City Council indicating support for the Bid Application is required which includes a minimum commitment of a \$50,000 financial contribution to the Host Community Board of Directors, plus a minimum of \$45,000 in-kind services and facilities that will be provided. The financial contribution of \$ 50,000 will be taken from the Council Contingency. Staff time spent working on the Host Society Board, coordinating City services for the Games and liaising with Games officials would be extra. Also any potential loss of revenues as a result of any displacement of community programs is not included. Actual budgets from previous Seniors Games do not include any line item for city staff involvement, or city supplied services, yet research has shown there was a significant amount of both.

City Costs

The following are costs that could or could not be included in the final costs to the City of Richmond, should the City approve the event. These costs are based on discussions with other recently held BC Seniors Games.

Financial contribution to Host Society	\$50,000
Services in kind (minimum required for the bid is \$45,000)	(Cost details are below)
Staff (one full time Operations Manager for 12 months, up to 9 temporary staff for an average of 4 months each)	\$120,000 \$180,000
Office and administrative costs	\$37,800
Storage facility for 3 months	\$3,000
Marketing of the Games to attract participants	\$25,000
Misc. City Costs, litter, setup, takedown,	\$45,000
Security, first aid	\$11,000
Loss of rental and program income (rinks, pools, gyms, fields, other)	\$30,000
Capital Improvements to existing facilities	\$20,000
ESTIMATED TOTAL COST TO CITY OF RICHMOND	\$521,800

The City will likely not earn any revenues as a result of the Games because there is an expectation that City facilities will be supplied free of charge. Any revenues left over after the Games must be split 50/50 with the BC Seniors Games Society.

Conclusion

Richmond has most of the facilities required to host the BC Seniors Games in 2009 if a combination of private and public facilities are used. Richmond Sport Council has come forward indicating their willingness to do the bid preparation and much of the organization of the Games.

Hosting the Games in Richmond in 2009 is certainly viable, however, there are many implications that have to be weighed due to the Games being held only 5 months prior to Richmond hosting the 2010 Winter Olympics.

The City of Richmond is committed to hosting the 2009 World Long Track Speed Skating Championships and the long track speed skating events for the 2010 Winter Olympic Games. The eyes of the world will be on Richmond to deliver spectacular Games related events and experiences. These high profile events will require considerable use of City resources and effort by many City staff and community volunteers over the next 30 months. The extra demands for event hosting resources, volunteers and sponsorship dollars resulting from Richmond hosting the 2010 Winter Olympics will likely cause significant logistical challenges for BC Seniors Games organizers in 2009. These challenges would be far less, if the BC Seniors Games were held in years following the 2010 Winter Olympics.

Council has two options regarding hosting of the BC Seniors Games:

1. To agree to host the 2009 BC Senior Games and approve the cash contribution of \$50,000 plus the required \$45,000 for in-kind services to the Host Society, recognizing that the full cost to the City will be closer to \$521,800.

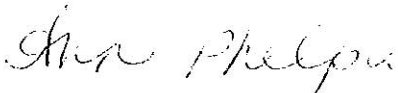
If this is the desire of Committee the following resolutions must be made to ensure that the bid package can be submitted for the Oct 31, 2007:

- That the City of Richmond authorizes the Richmond Sports Council to bid on the 2009 BC Seniors Games.
- That the City of Richmond commits to the Games a cash contribution of \$50,000 as well as providing in kind support of services and facilities with a minimum deemed value of \$45,000.
- That the Richmond Sport Council prepare and present to Richmond City Council the business plan and financial plan for the 2009 BC Seniors Games.
- That Richmond City Council appoints 2 council liaisons to the host society.
- That the City of Richmond be prepared to offset any deficits related to the hosting of the 2009 BC Seniors Games staged by the Host Society.
- That the City of Richmond request the Richmond Board of Education supply a letter of support should any school facilities or resources be required for the staging of the Games.

or,

2. To defer bidding on the BC Seniors Games until after the City's 2010 obligations have been met.

In light of the 2 options presented, staff are seeking Council direction on how they wish to proceed with the BC Seniors Games Bid for 2009.



Ann Phelps – Manager Events Development
(4194)



Eric Stepura --Manager Sports and
Community Events
(1274)



11 - 655 Fort Street, Victoria BC V8W 1G8
Fax: (250) 385-3820 Email: bcsqs@shaw.ca

Tel: (250) 385-3610
Web Site: www.bc seniors games.org

Our File: 4020-09/10SR

May 22, 2007

His Worship Mayor Malcolm Brodie
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Copied & distributed
to all.
Date: May 29/07
Initials: mlp

Dear Mayor Brodie:

Re: Invitation to Host the BC Seniors Games

On behalf of the BC Seniors Games Society, it is my pleasure to invite your Community to host the 22nd or 23rd consecutive annual BC Seniors Games to be held in 2009 and 2010. Your Community may bid on one or both of these Seniors Games, however, only one will be awarded to a Community.

The BC Seniors Games provide an opportunity for your Community to participate in Sport Tourism. We provide \$85,000 in funds from the Ministry of Tourism, Sport and the Arts, as well as registration fees from participants and non-participants from all regions of the Province. You can expect 3,500+ registered seniors, all 55 and over, to be in your Community for three to five days competing in at least 23 sports/events. These visitors and activities may leave \$2.2 million in your Community.

The BC Seniors Games Society assists the Host Communities and their volunteers by providing Event Management Services through an Agreement with the BC Games Society.

A Bid Package is enclosed. The deadline for bid proposals is **October 31, 2007**.

If you have any questions regarding the bid process, please contact Laura Wilson at our office, (250) 385-3610 or by email bcsqs@shaw.ca. Additional information on the BC Seniors Games may be obtained by visiting our website www.bc seniors games.org.

We look forward to receiving your bid proposal.

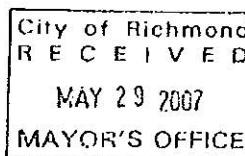
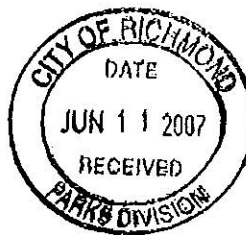
Sincerely,

David J. Cullen, President
BC Seniors Games Society

DJC/lw

Encl.

pc: Parks & Recreation Director
Spirit of BC Community Chair
Regional District Chair (if applicable)





2009 and 2010 Bid Package

BC Seniors Games Society

#11 – 655 Fort Street
Victoria BC V8W 1G6

Telephone: (250) 385-3610

Fax: (250) 385-3620

Email: bcsqs@shaw.ca

Web Site: www.bcseniorgames.org

Revised: May 2007

Young at Heart Compete Annually!

Sport knows no age barriers when the young at heart take to the field, pool, and court at the BC Seniors Games.

The word "senior" has taken on a new meaning since the BC Seniors Games were first held in 1988. Athletes aged 55 years and older, with some participants over 90, know that there is always time to achieve a personal best.

The goal to promote active participation in sport and recreation for seniors has been achieved through support and assistance from the BC Games Society. The competitive spirit is evident at the BC Seniors Games, but fun, socialization, and striving for their best are what bring the athletes back year after year.

Physical fitness is the cornerstone of a healthy lifestyle and these Games provide a venue for 55+ aged athletes to come together and celebrate the spirit of sport, with a friendly competition thrown in.

Past volunteers and community officials speak out about the BC Seniors Games:

"Hosting the Kelowna 2000 BC Seniors Games was a positive experience that brought our community together - the commitment of the hundreds of volunteers was outstanding and the performance of the senior athletes was an inspiration to all!"

*Greg Murphy
Community Recreation Coordinator
City of Kelowna*

"The Prince George 2002 BC Seniors Games was a shining example of what community pride and achievement are all about in our city. These Games not only provided a tremendous financial boost to our local economy, but also left a wonderful legacy of volunteerism and friendship throughout."

*Helene Rohn, President
Prince George 2002 BC Seniors Games*

"What fun! Our entire community was delighted to host the Cowichan 2005 BC Seniors Games and to welcome our visitors to the 'land warmed by the sun.' In staging the Seniors Games, we had an opportunity to showcase our valley's scenic beauty, relaxed lifestyle and abundance of natural resources. While here, our visitors gained an understanding of our rich history and of our cultural diversity. Over two thousand volunteers helped our guests enjoy the spirit and camaraderie of the Games, and we were certainly enriched by the experience!"

*Gerry Giles, President
Cowichan 2005 BC Seniors Games*

BC Seniors Games

INTRODUCTION

Purpose

It is the purpose of the BC Seniors Games Society to annually stage a provincial competition that will provide an opportunity for all BC Seniors age 55 and over to compete in an organized sport, recreation, and cultural event that promotes fitness, mental stimulation, individual achievement, and community pride.

Structure

BC Seniors Games Society (BCSGS)

The BC Seniors Games Society is the Policy Governance Authority for the BC Seniors Games. The BCSGS is a volunteer non-profit Society that has representation from the 12 Zones in the province, as well as an elected Executive. The BC Seniors Games Society has a service agreement with the BC Games Society (BCGS) to provide event management support to the local Host Community, by providing two Event Managers.

Host Society

Once the Games have been awarded to a community, an Organizing Committee must be formed and registered as a separate non-profit Society, and register for GST. The Host Community will establish this Society, which will operate on the basis of an agreement with the BCSGS. The Host Society will elect a volunteer Board of Directors. The organizational structure is included in this document as Appendix I. The Host Community will employ an Operations Manager. The remuneration for this position and other employees will come from the budget of the Host Community.

Number of Participants and Events

The BC Seniors Games could involve approximately 3,500 registered participants and non-participants from across BC. These athletes will compete in at least 24 different sporting events over four days of competition to be held from Wednesday to Saturday.

Participants in the BC Seniors Games are responsible for their own travel to and from the Games. They are also responsible for their own accommodation expenses (hotels, motels, and campgrounds) and most meal expenses while at the Games.

Registrants at recent BC Seniors Games

Number of Registrants

2000 Kelowna	3099
2001 Surrey	2722
2002 Prince George	2487
2003 Chilliwack	2656
2004 Penticton	3258
2005 Cowichan	3056
2006 Abbotsford	2983
2007 Nanaimo – Sept 2007	TBD
2008 Prince George – Sept 2008	TBD

Financial Support

The Ministry of Tourism, Sport and the Arts, through the Sport and Recreation Branch, provides funding to BCSGS, which in turn provides funding to the Host Society towards the successful operation of the BC Seniors Games. The BCSGS also provides, to the Host Society, Registration Fees for its members who participate (including non-participants) in the BC Seniors Games. Other funding for the Games includes municipality financial and VIK support, Host Society fundraising initiatives, and BCSGS Corporate Partners and Friends of the Games.

• BCSGS Grant (See Note 1. below)	\$ 85,000.00
• Participant/Non-Participant Registration Fees (See Note 2. below)	\$118,500.00
• Municipal Financial Support (not including VIK)	\$ 50,000.00
• Other funding sources	TBD

Note: 1. The BCSGS Grant represents Provincial Government funding provided by the Ministry of Tourism, Sport and the Arts.

Note: 2. Participant registration fees (collected by the BC Seniors Games Society), forwarded to the host community, can be budgeted based on an estimated 3,100 registered participants and 400 non-participants. Should the actual number of registered participants or non-participants change, the amount forwarded will increase or decrease by \$35.00 per registered participant and by \$25.00 per non-participant.

Economic Impact

Cumulative dollars spent in your community during the BC Seniors Games by:

- Participants and Non-Participants
- Spectators (includes participants family members as well as friends who accompany the participants).
- BCSGS and BCGS officials and spouses, Corporate and Funding Partners and Friends of the Games representatives and invited guests.
- Volunteers
- Host Society (approximate expenditure budget of \$300,000).

Dollars are spent on:

- Accommodation
- Meals
- Transportation (fuel, public transit, and taxis)
- Shopping (includes souvenirs)
- Entertainment (shows, movies, golf fees, cultural exhibits, etc.)
- Host Community needs (for ceremonies, administration, communications, security, and meals / banquets, etc.)

All of the above and more contribute to the financial success of each community's numerous businesses and other activities; i.e. – the Economic Impact.

Many communities have the methodology to calculate the economic impact resulting from hosting the BC Seniors Games. If not, or as an alternative, the Chamber of Commerce can assist by making available the Sports Tourism Economic Assessment Model (STEAM).

In the opinion of the BCSGS, a Host Community could anticipate a minimum Economic Impact of \$2.2 Million.

Insurance

The Host Community will provide insurance for the physical property and inventory that they acquire/lease leading up to and including the Games.

Host Communities

The BC Seniors Games have been or will be hosted by the following Communities:

1988	Vernon	1999	Elk Valley
1989	Trail	2000	Kelowna
1990	Comox Valley	2001	Surrey
1991	Coquillam	2002	Prince George
1992	Dawson Creek	2003	Chilliwack
1993	Cranbrook	2004	Penticton
1994	Prince Rupert	2005	Cowichan
1995	Oliver/Osoyoos	2006	Abbotsford
1996	Kamloops	2007	Nanaimo
1997	New Westminster	2008	Prince George
1998	Port Alberni		

BID SELECTION APPLICATION

Bids

The BC Seniors Games Society is now accepting bids for the 2009 and 2010 BC Seniors Games. Your community can submit bids to host the 2009 or 2010 BC Seniors Games.

Dates (Wednesday to Saturday)

2009 BC Seniors Games – September 16-19

2010 BC Seniors Games – September 15-18

Local Support

Due to the magnitude of the BC Seniors Games, municipal support is critical to the success of the event. It is therefore important to indicate the level of financial and in-kind support your municipality is prepared to commit to the Host Society Board of Directors.

Your bid must include the following:

- Resolution from City Council indicating support for the Bid Application. This resolution will include a minimum commitment of a \$50,000.00 financial contribution to the Host Community Board of Directors, in addition to at least \$45,000.00 in-kind services and facilities that will be provided. A sample of a city resolution is as follows:

"THAT the City of XXX apply for the 20XX BC Seniors Games.

That the City of XXX will commit to the Games a cash contribution of \$50,000.00 as well as providing in-kind support of services and facilities with a deemed value of \$45,000.00"
- Capability to support all Core Sports with adequate facilities in 2009 or 2010, supported by letters of initial support/confirmation from the venue managers of each of the core sport facilities.
- A complete list of accommodations outlining the minimum requirement of 1,700 beds and 400 RV Sites within a 40 km radius from the Games Village. Include pricing as part of this list.
- Community Map - with a central location identified as the Games Village, and identifying all the sport venues and accommodation sites along with distances from the Games Village.
- A Letter of Support/Confirmation from the School District, should the bid indicate that school facilities and other school resources are going to be used for the staging of the Games.

Information about your Community

To stage a successful BC Seniors Games, the Host Society Board of Directors will need to recruit, train, and direct the efforts of approximately 1,200 community volunteers. Please include in your bid:

- The population as well as items of general interest about your community. During the Games, participants would be interested in demonstrations or viewing (spectators) of art, music, and culture.
- The names and contact information of municipal government, recreation department, and school board representatives.
- Provide a list of major events (including provincial, national, and international sporting events where possible) previously hosted within the last five years and those awarded, but not yet hosted by your community. Please indicate the following for each event:
 - Name and date of the event
 - Participant numbers
 - Volunteer numbers
 - Approximate budget
 - Name and address of a contact person(s)
- Outline sport and recreation legacies and other outcomes that the municipality is interested in achieving by hosting the BC Seniors Games.

GAMES FACILITIES

Sport facilities are one of the most important aspects of a successful bid. Another key component is the strength of facilities used for other operational purposes. For example, the host community must be able to accredit approximately 3,500 participants and non-participants at an Accreditation Centre, stage a centralized Games Village, showcase the Games during an Opening Ceremony, feed and entertain 3,500 participants during the Friday night Banquet, and have adequate computer facilities and resources for managing Games results.

Your bid should include a comprehensive list of facilities that will cover all required venues. Please provide initial letters of confirmation from each venue manager indicating their support of the use of their facilities for the Games. This list should include the following:

Accreditation Centre

Provide a list of potential facilities large enough to host the Accreditation Centre for the Tuesday afternoon, all day and Wednesday until 10:00 p.m. of the Games for 3,500 participants and non-participants. The facility would allow space for 24 plus sport tables, 12 zone tables and several tables for host community Accreditation volunteers. Previous host communities have chosen a facility for the Accreditation Centre in conjunction with the Games Village and provided space at the Accreditation Centre for artists, sponsors and exhibits

Ceremony Venue

Identify potential venues for the Opening and Closing Ceremonies, indicating indoor or outdoor seating capacities of these venues. Expect 2,000-3,000 at the Opening Ceremony and approximately 700 hundred at the Closing Ceremony.

Medical Facility

Provide information concerning the proximity, capacity, and capabilities of local medical facilities. Detail provisions for first-aid at all competition venues and availability of physiotherapy services during the Games.

Food Services

Provide a list of potential facilities for Lunch Preparation and for a Banquet on the Friday during the Games. The Lunch Preparation facility should be large enough to adequately process the preparation of 3,500 lunches for both Thursday and Friday. The facility for the Banquet must be large enough to adequately sit and feed at least 3,500 participants and non-participants (2 sittings of 1,750 each) at one time. One thing to consider is an area to prepare the food for the Banquet. Following the Banquet, entertainment and/or dancing would highlight the Friday night festivities.

The lunches on Thursday and Friday are to be delivered to venues in boxes or by some other more economic means. Some participants may require a lunch on Wednesday and/or Saturday.

Other than these requirements, participants are responsible for their own meals.

SPORTS

The Host Community will feature at least 24 Sports/Events.

☐ Sport Facilities

Complete a Sport Facility Description Form for each proposed facility. A form for each Core Sport and Optional Sport can be found in Appendix III. Your bid should include the four or more Optional Sports that your community would like to propose. Recent Host Societies have hosted as many as six or seven optional sports and one or two demonstration sports.

CORE SPORTS / OPTIONAL SPORTS

Core Sports are those that have had significant representation at the BC Seniors Games. These 20 sports / events will be held annually as part of the BC Seniors Games.

A list of Optional Sports has been compiled by the Society. Each year the Host Community will choose at least four (4) events from the optional list to make up the minimum 24 events of the BC Seniors Games.

From time to time host communities may have a very popular local event that isn't listed in either the Core Sports or Optional Sports. The host community may approach the BC Seniors Games Society to add one or two Demonstration Sports. Dragon Boat Racing and Mountain Bike Racing will be demonstration sports in the Nanaimo Games.

CORE SPORTS		OPTIONAL SPORTS	
1.	Athletics (Track & Field) *	•	Archery **
2.	Badminton	•	Bocce
3.	Bridge *	•	Chess
4.	Carpet Bowling *	•	Cricket
5.	Cribbage	•	Disc Golf
6.	Cycling *	•	Lawn Bowling **
7.	Darts	•	One Act Plays
8.	Five Pin Bowling *	•	Square Dancing
9.	Floor Curling	•	Volleyball
10.	Golf		
11.	Horseshoes *		
12.	Ice Curling *		
13.	Ice Hockey (Men's 55+ & 65+)		
14.	Slo-pitch *		
15.	Snooker		
16.	Soccer (Men's 55+)		
17.	Swimming *		
18.	Table Tennis *		
19.	Tennis		
20.	Whist		

All events will be medal events.

* Core Sports requiring sanctioning from respective Provincial Sport Organization.

** Optional Sports requiring sanctioning from respective Provincial Sport Organization.

Minimum Facility Requirements for Sports / Events in the BC Seniors Games

CORE SPORTS	MINIMUM FACILITY REQUIREMENT	FORMAT	PARTICIPANT ESTIMATE
Athletics (Track & Field)	6 or 8 lane certified track (rubberized surface preferred) long jump, high jump and pole vault pits, concrete discus, and hammer throw caged areas and shot put circle and a secured javelin throw area	25 events 11 field 14 track	250
Badminton	12 courts	Modified Round Robin	140
Bridge: - Duplicate	20 tables	Dup. Min. 24 boards	80
- Social	20 tables	18 Rounds	80
Carpet Bowling	16 carpets	Modified Round Robin	100
Cribbage	20 tables	Round Robin	80
Cycling	Time trial – 16km start/finish same place Road race – 60-70km hill climb 2-3 km grade 6%-9%	Time Trial Road Race Hill Climb	85
Darts	40 Boards	Modified Round Robin	150
Five Pin Bowling	8 Lanes 12 preferred	Match Play	120
Floor Curling	6 Rinks	Modified Round Robin	112
Golf	2 – 18 hole courses 1 – executive course	36 hole stroke play	260 150
Horseshoes	12 pitches	Round Robin	65
Ice Curling	8 sheets, preferably	Min. 4 Games/team	75
Ice Hockey Men	2-3 Regulation Rinks	Round Robin 2 Divisions; Min. 4 Games	240
Slo-Pitch	6-8 Diamonds	6 Divisions Round Robin	560
Snooker	4 – 6x12 tables 2 – 5x10 tables	Round Robin	40
Soccer Men's	2-3 Regulation Fields	Round Robin 2 Divisions; Min. 4 Games	150
Swimming	Min. 25m pool indoor preferred	38 events	180
Table Tennis	18 tables	Modified Round Robin	145
Tennis	18 courts	Modified Round Robin	160
Whist	20 tables	Min. 20 Games	80
OPTIONAL SPORTS	MINIMUM FACILITY REQUIREMENT	FORMAT	PARTICIPANT ESTIMATE
Archery	Flat Sport field 100m x 85m	Full Canadian 900 Round	45
Bocce	2 courts	Modified Round Robin	55
Chess	16 tables	Round Robin	45
Cricket	Cricket Pitch	Modified Round Robin	60
Disc Golf	Regulation 18 Course	36 holes stroke	65
Lawn Bowling	6 Greens	Round Robin	55
One-Act Plays	Stage area 27 x 34 Seating for 125	Plays 20-40 minutes each	30
Square Dancing	Large Hall	Mainstream & Plus	250
Volleyball	1 court/4 teams	Round Robin	72

All facilities should be fully wheelchair accessible.

The BC Seniors Games Society is aware that the requirement for facilities is substantial in order to host these Games. And therefore, bidding communities can consider using facilities from neighbouring communities (within 40 km of Games Village) as part of the bid document.

Additional details for each sport are on the BCSGS website: www.bcseniorgames.org.

LETTERS OF SUPPORT

Include documented interest and support for hosting the BC Seniors Games from:

- Local service clubs
- Local Seniors Clubs
- Local sports leagues

BID PREPARATION INFORMATION

Who do I send my bid to?

Please send your Bid Application for the BC Seniors Games to:
BC Seniors Games Society
#11 - 655 Fort Street
Victoria, BC V8W 1G6

How many copies of the bid should I enclose?

Please forward four (4) copies of your Bid Application.

What is the process for determining a winning community?

All Bid Applications will be reviewed and scored by the BC Seniors Games Society Bid Committee. If necessary, the Bid Committee may contact you to clarify any ambiguities in your Bid with respect to your sport/event and/or Accreditation/Ceremony Venues. Recommendations will then be presented to the BC Seniors Games Society Board of Directors for ratification.

Who should I call if I have more questions about putting together a bid?

Please contact Laura Wilson, Executive Assistant, BC Seniors Games Society at (250) 385-3610, by fax at (250) 385-3620, or by email at bcsqs@shaw.ca.

What is the deadline date for Bid Application submissions?

October 31, 2007

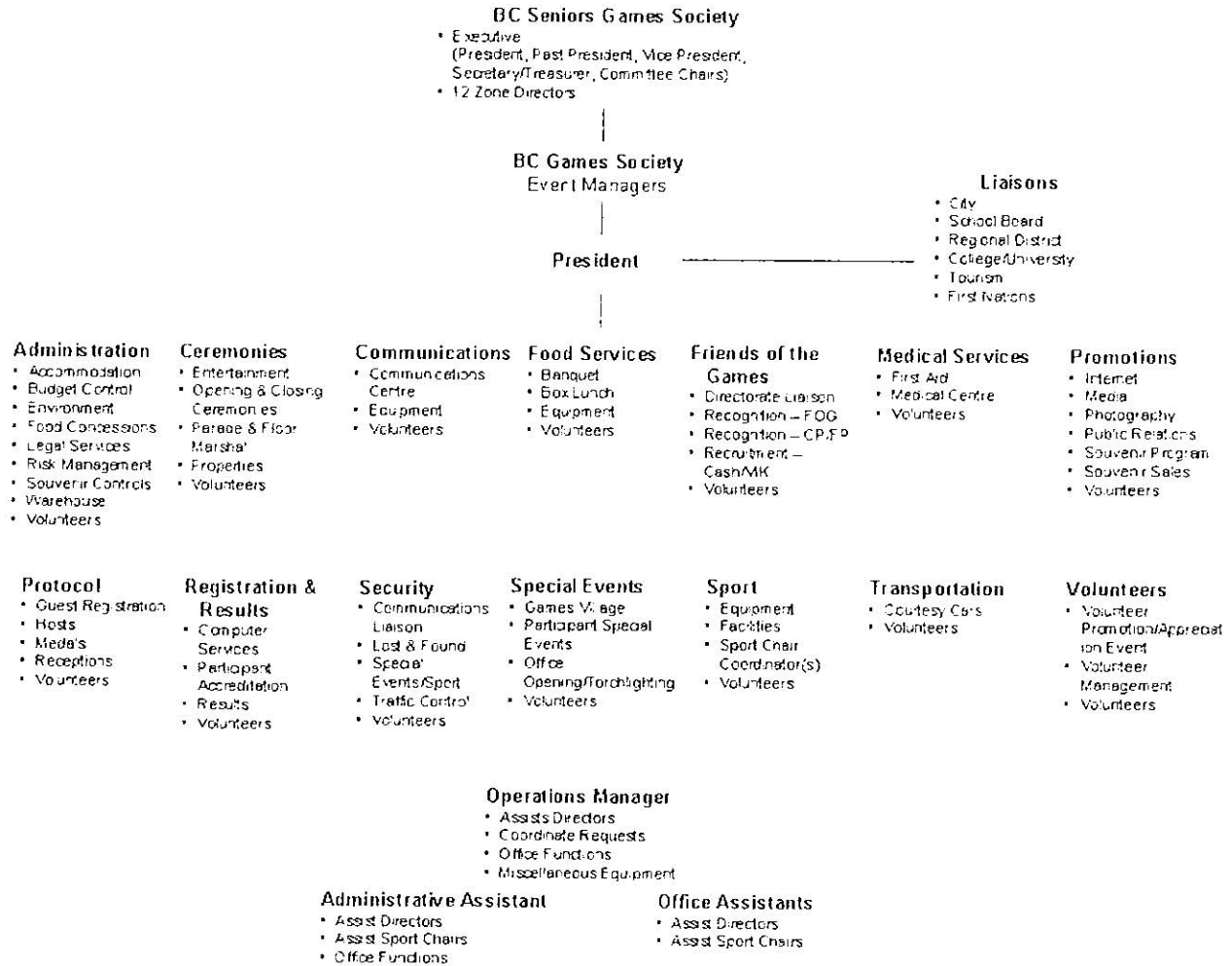
For more information on the BC Seniors Games:

Check out the web site: <http://www.bcseniorgames.org>

FINANCIAL LEGACY

One hundred percent of the excess of revenue over disbursements as set out in the audited financial statements shall become the Legacy. The Legacy shall be distributed by the Host Society Legacy Committee in accordance with the BC Seniors Games Society's Legacy Policy. The Legacy Policy includes the provision that 50% of the Legacy be forwarded to the BC Seniors Games Society to go towards the staging of future annual BC Seniors Games.

In the past, total revenues have exceeded expenditures by \$0 to \$100,000.



ATTACHMENT 3

Information from Other BC Seniors Games

	Cowichan (2005)	Abbotsford (2006)	Nanaimo (2007)
Mayor and Council		Mayor and Council not on Board of Directors of non-profit society. One Councillor acted as Advisor / Liaison	Mayor and Council not on Board of Directors of non-profit society.
Staff		\$145,000 including one full time City staff who served as Operations Manager, 9 temporary staff hired for 4 months (not including 6 senior staff who served as Advisor / Liaisons)	\$230,000 which includes 2 full time staff served as Operations and Volunteer Managers. (\$170,000.00 estimate) 5 support staff for reception (\$60,000)
Volunteers	1500+ volunteers	1000+ volunteers	2500 volunteers
Economic Impact	Over \$1 million	Over \$1million	Over \$1 million
Funds received from Host City	\$61,000	\$30,000	\$50,000
Services received from Host City	Office, all office equipment, facilities and venues available to society free of charge,	Office, computer and phone equipment, use of all arenas, rinks and venues free of charge.	Office, public facilities free of charge, staff
Hotel availability and cost	Used local motels, billets, hotels, campgrounds Room cost \$75.00+	Used hotels in Mission, Langley, Chilliwack and Hope. Did not billet due to security check requirements and liability challenges. Room cost \$55.00+	Event just happened. No figures available Room cost \$75.00+
Total Revenues	325,551	256,199	Not available

BC Seniors Games Possible Venues

ATTACHMENT 4

NON-SPORT VENUES	POSSIBLE VENUE	FACILITY OWNER/OPERATOR
Ceremony Venue	Minoru Oval	City
Accreditation Centre	Richmond City Hall	City
Administration Office	TBA	City
Medical Facility	TBA	TBA
Banquet/Food Service	Private	Private
Games Equip. Storage	TBA	Private storage facility
CORE SPORTS	POSSIBLE VENUE	FACILITY OWNER/OPERATOR
Athletics (track and field)	Minoru Park	City
Badminton	Cambie CC	Cambie Community Association
Bridge	Cambie CC	Cambie Community Association
Carpet Bowling	Thompson CC	Thompson Community Association
Cribbage	Minoru Seniors Centre	City
Cycling	Various Roads	City
Darts	Army, Navy & Air Force Club	Army, Navy & Air Force Club
Disc Golf	Site TBA	City
Five Pin Bowling	The Zone @ Riverport	The Zone @ Riverport
Floor Curling	Steveston CC	Steveston Community Association
Golf	Green Acres, Quilchena or Mayfair Lakes	Private ownership
Horseshoes	Steveston Park	City
Ice Curling	Richmond Curling Club	Richmond Curling Club
Ice Hockey	Minoru Arenas	RACA
Slo-pitch softball	Palmer Park	City/SD 38
Snooker	Minoru Seniors Centre	City
Soccer	Hugh Boyd Park	City
Swimming	Watermania	City
Table Tennis	West Richmond CC	West Richmond Community Association
Tennis	Richmond Tennis Club	Richmond Tennis Club
Whist	Minoru Seniors Centre	City
OPTIONAL SPORTS		
Archery	Richmond Nature Park	City
Bocce	Minoru Park	City
Chess	Thompson CC	Thompson Community Association
Cricket	Minoru Park	City
Lawn Bowling	Minoru Park	City/Richmond Lawn Bowling Club
Volleyball	Steveston CC	Steveston Community Association
Square Dancing	Minoru Pavilion	City
One Act Plays	Gateway Theatre	Gateway Theatre Society



Richmond
Sports Council

September 14, 2007

His Worship Mayor Malcolm Brodie,
Mayor of the City of Richmond
Richmond City Hall,
5911 #3 Road
Richmond BC V6Y 2C1

Dear Mayor Brodie And Council!

At the September 10, 2007 meeting, the Richmond Sports Council Unanimously Endorsed the following recommendation that we Submit a Bid to Host the 2009 BC Senior Summer Games on the invitation to host submitted by staff.

that Richmond Council Supports Sports Council Bid to Host the 2009 Senior Games it would show the Seniors of the Province what Richmond is Building for 2010 Olympics and what a base of Volunteers it would give us for the Olympics.

We look forward to your reply.

Sincerely

A handwritten signature in black ink, appearing to read "James Lamond", written over a horizontal line.

James Lamond,
Chairman Richmond Sports Council.

C/C Council.
C/C Staff.

Minoru Seniors Society

August 9, 2007

Jim Lamond
Chair, Richmond Sports Council
8820 Ash Street
Richmond, B.C.
V6Y 1V7

Dear Mr. Lamond,

Re: Seniors Games

This letter is in response to your recent verbal discussion with Georgina Hamilton of Minoru Seniors Society with regard to the Society participating in the bid for the Seniors Games, to be held in Richmond.

This matter was discussed on July 31, 2007 by the Executive Committee of the Board of Directors of the Society.

The suggestion of the Sports Council of Richmond was that we support the bid for the games in 2009. However, the conclusion of the Executive Committee was that 2009 is too near in time and that it would be better to support the bid for the games in 2011. We also wish to have clarification of what would be expected from us.

This would allow seniors to prepare well for the 2010 Olympics celebrations in Richmond, allowing full attention to that important event. After that, discussions and planning could concentrate on the 2011 Seniors Games.

We hope this information will be helpful to you, and we look forward to working with the Sports Council of Richmond in the future.

Sincerely,



Carole Anderson, Secretary
on behalf of
Georgina Hamilton, President
Minoru Seniors Society

Head Office: Minoru Seniors Society, 8820 Ash Street, Richmond, B.C. V6Y 1V7 Tel: 604-713-3450 Fax: 604-713-4162