



NBIAA SENIOR CHAMPIONSHIP BID PACKAGE

INTRODUCTION

Thank you for your interest in hosting a **NBIAA Senior Championship**. It is a privilege to host an NBIAA Provincial Championship and because of this, high standards are required in the organization of these events. The rewards to your school / university / city / town, both tangible and intangible are immeasurable.

Those acting as hosts of an NBIAA Championship are held in high esteem by the NBIAA and we work with you to help ensure a successful event.

For all schools or other organizations submitting bids to be involved in a fair and equitable process, the NBIAA is providing recommendations for bid submissions.

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Information you need to know before submitting your bid:

In bidding for a Provincial Championship, you should be aware that there are expectations and standards to be upheld to ensure a successful championship event.

1. Upholding the NBIAA Constitution, By-Laws and Operating Regulations - All NBIAA policies must be followed in the administration of your event.
2. Correct name and Terminology - As the host of an NBIAA Provincial Championship event, you will be expected to use the full and correct terminology in all press releases and promotional materials including tournament packages and souvenirs. The NBIAA is trying to enhance the public awareness of the association, and too often, hosts do not fulfill this commitment.
3. Awards - Only awards as outlined in the NBIAA Handbook are to be presented at the Championship event.
4. Sponsors - There may be expectations of you regarding “provincial” sponsors, and it is important that you submit your bid with the understanding of the following item:
 - a. Banners / Signs: the NBIAA Championship Signs may be provided to you, and they must be displayed. Sponsor banners (approved by NBIAA) should be placed in the most prominent position to allow for maximum spectator viewing. Banners lost or stolen from your facility are your responsibility and the NBIAA is to be reimbursed for unreturned banners.
5. Language: All communication regarding the tournament must be available in both official languages when both linguistic communities are represented. Information publicly available regarding the tournament must be in both official languages (social media, web, posters).
6. Souvenirs: A commemorative item must be provided for all major championship events (soccer, football, basketball, hockey, and volleyball). The cost of these items may be included in the final budget for the event. The use of the NBIAA or tournament logo is mandatory and must be approved by the NBIAA office before production.
7. Programs - you must provide a basic bilingual program including tournament schedule, team rosters, team pictures and all sponsors.
8. Public Address System – A properly functioning sound system is required for playing warm up music, the national anthem, announcing the game and players, and to recognize sponsor contributions throughout the games. A bilingual script must be written when both linguistic communities are represented.
9. Music - the host is responsible for supplying appropriate pre-game and between game music. Teams cannot bring their own music.
10. Alcohol; All NBIAA activities are to be alcohol, tobacco and drug free for all players, coaches, parents, officials and spectators. This applies to activities held on school property, as well as rented community facilities.
11. Pre and Post Information:
 - a. Media releases (pre and post distributed to all major provincial newspapers).
 - b. A bilingual information package to teams following review / approval by the NBIAA office.
 - c. Full Results, Reports and Write-ups to NBIAA after event
 - d. Pictures of winners and tournament action shots to be emailed to NBIAA office.
 - e. A web site distributing information, schedules and results may be retained provided it follows NBIAA procedures.

Minimum standards

Minimum standards for senior NBIAA Championship events are to be followed for all events. Please refer to the [NBIAA Tournament Guide](#) for the sport specific requirements in addition to the information below.

Information on hotel / motel rates within the city / town in which the NBIAA Championship will be taking place must be sent to teams. When accommodations are required, the tournament committee should attempt to negotiate a reduced rate for visiting competitors and inform all conferences of the arrangements. Inform the hotel that teams attending provincials will likely not be known until the weekend before provincials and request that they hold all block booked rooms until 9:00pm on the Monday prior to Provincials

Note: NBIAA has an accommodation agreement with InnVest Hotels (Comfort Inn). The tournament committee should use an InnVest Hotel, when one exists in the area. InnVest Hotels offer a competitive NBIAA rate and terms as well as offer financial support to the NBIAA. Please see the Proud Sponsors of the NBIAA, at the bottom of the NBIAA website and click on the InnVest Hotels logo for a complete hotel listing or refer to the back of the NBIAA Handbook for the InnVest ad.

First Aid A first aid station must be available with first aid certified personnel. Please be sure to consult the Safety Guidelines for Physical Education.

Information package to teams (can use form C-2 or a custom package)

Introductory letter, accommodation information, tournament Schedule, facilities information (First Aid), restaurant lists and locations, city map, regional information

Programs – minimum standard (bilingual)

Team Roster, Team Pictures, Tournament Schedule, Listing of Past Champions, Recognition of sponsors

Each participating team, including the host team (if involved) must pay the tournament entry fee. This amount is dictated by the NBIAA Operating Regulations (except for senior basketball). Please refer to the NBIAA Operating Regulations for financial rebate information.

Admission entry fees for spectators must be collected at all championship events. (OR 5.3)

Schedule: when not dictated by the NBIAA Sport Operating Regulations, the tournament schedule must be approved by the NBIAA office. Please indicate whether you will be using the template or modifying the schedule.

Invitations to attend should be sent to the NBIAA Executive Director, Executive Committee Members, School District Superintendent & Directors, Mayor, local MLA, sponsors, etc.

NEW BRUNSWICK INTERSCHOLASTIC ATHLETIC ASSOCIATION COMPETITION BID APPLICATION

A. Competition Outline

Sport: _____ Location: _____

Male: Female: AAA: AA: A:

Date of event: _____

B. School Host Information

School Name: _____

NBIAA Representative: _____

Email: _____

School tournament contact: _____

Email: _____

Phone number: _____

B. Non-School Host Information

Organization name: _____

Chair or Director: _____

Email: _____

Phone number: _____

D. Previous Provincial Hosting Experience

Has your school / university / city / town hosted a NBIAA regional or provincial competition before?

If so: which event(s) and when? (If more than 3, list the most recent)

E. Supplementary Information

1. Why do you wish to host this NBIAA Championship?

2. What makes your school / university / city / town special?

3. Provide information about your city / town (size, location, hotel & other services, etc.) What plans are in place to accommodate teams and fans? Possibility of room blocking?

4. Outline the levels of support you have in hosting such an event (staff, committee workers, minor officials, promotions personnel, etc).

5. Please add any additional information that might lend support to your bid. You may wish to include what plans you have to make this competition special / unique for the athletes, and what merchandise/souvenir you plan to provide.

6. Facilities - Outline the facilities you plan to use in hosting the NBIAA Championship and please provide details on the following:

Facility name & address:

Accessibility to facility from out of town:

Secured entrance for gate admission:

Secured entrance/exit for teams/officials:

Playing area dimensions:

Ceiling height (if indoors):

Height of any obstruction above the indoor playing surface:

Facility equipment being used:

Score clocks: main

other

Building Capacity:

Seating Capacity:

Lighting:

Dressing rooms for teams/officials (number) :

Press Box:

Hospitality Room (Coaches, officials, VIPs):

Coaches Room:

P.A. system:

7. Hosting Costs – Outline the costs you plan to incur for hosting the NBIAA Championship:

Facility rental cost:

Custodial cost:

Minor officials cost:

Announcer cost:

Other:

8. Schedule:

We will be using the NBIAA schedule as indicated in the handbook.

We will require a modified schedule to be approved by the NBIAA.

9. Admission Prices – set by NBIAA

10. Parking:

11. Please indicate whether you will be providing the following:

Practice times (if necessary and no earlier than Friday at 1pm)

Equipment (provided by host)

Team hosts / hostess

Professional photography

12. Reports - Full results, reports, and write-ups to NBIAA no later than 30 days after event

13. Souvenirs – contact the NBIAA for merchandise.

APPENDIX 1 - Sample of Possible Committee Structure and Responsibilities

Site Management (All game protocol)

1. Contact NBIAA regarding medals and banners.
2. National Anthem (get singer or music - bilingual).
3. Appropriate warm-up music.
4. Practice schedule and administration.
5. Game & practice supplies and equipment
6. Trainers
7. Arrange for a staffed first aid station.
8. Bilingual script for announcer.
9. Locker room assignments (in coordination with venue staff).
10. Coordinate player of the game selection process of each team and tell announcer (script).
11. Sponsors banners up around the facility.
12. Provide write-up of each game for web site.
13. Provide a host/hostess to host VIP sponsors.

Officials

1. Minor officials – scorebook / announcer / scorer.
2. Major officials (liaise with assigner).

Admission

1. Communicate with NBIAA and refer to O.R.s)
2. Coordinate volunteers & schedule
3. Ensure adequate cash for admission or secure electronic payment options

Program

1. Obtain rosters from NBIAA and/or teams.
2. Obtain sponsors list and logos from committee member – to be put in program
3. Contact Regional winners to:
 - a. Verify rosters
 - b. Uniform numbers
 - c. Number of people in their party
 - d. Determine uniform & bench consideration (if unable to determine after speaking with both coaches, coin toss takes place)
 - e. Proofread, (print and pick up programs or have digital access to the program in the venue)

Sponsorship & VIPs

1. Contact major sponsors & review with the NBIAA.
2. Work with committee to be sure logos of all major and minor sponsors are in the program.