

## **General Committee Meeting Agenda**

January 29, 2018

5:15 p.m.

Council Chambers, City Hall

**Pages**

- 1. Opening of Meeting**
- 2. Disclosure of Pecuniary Interest**
- 3. Community and Social Services Reports**
  - 3.a 2020 Ontario 55+ Summer Games  
Report CSRS18-001
- 4. Adjournment**

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City of  
**Peterborough**

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**To:** Members of the General Committee

**From:** Ken Doherty

**Meeting Date:** January 29, 2018

**Subject:** Report CSRS18-001  
2020 Ontario 55+ Summer Games Bid Submission and  
Funding Allocation

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## **Purpose**

A report to inform Council of an exclusive opportunity to submit a bid to host the 2020 Ontario 55+ Summer Games, to create a budget, and allocate funds.

## **Recommendations**

That Council approve the recommendations outlined in Report CSRS18-001 dated January 29, 2018, of the Director of Community Services, as follows:

- a) That Staff be requested to prepare and submit by the February 12, 2018 deadline a bid to host the 2020 Ontario 55+ Summer Games;
- b) That pending approval of the bid submission, a one-time maximum municipal contribution of \$135,000 be committed in support of the 2020 Ontario 55+ Summer Games, which will come from the 2018 Capital Levy Reserve; and
- c) That if Peterborough's bid is successful, the following be established:
  - i) A 2020 Ontario 55+ Summer Games capital budget for 2018 to 2020;
  - ii) A Games Organizing Committee; and
  - iii) A temporary full time Games Coordinator position, to lead the Games organizing committee from August 1, 2018 until September 30, 2020.

## Budget and Financial Implications

If the recommendations of this report are approved, a capital budget would be created to support the 2020 Ontario 55+ Summer Games. The City would be committing to a one time municipal contribution of \$135,000. The funds would be made available in full through the 2018 Capital Levy Reserve, which would result in a remaining balance of \$315,526 in the Capital Levy Reserve.

The Games capital budget would be active until 2020, but there would be no further municipal contributions requested in the 2019 or 2020 annual budgets. The \$135,000 allocation would cover the required minimum municipal contribution of \$60,000, plus guarantee the estimated sponsorship revenue of approximately \$73,000. When the MTCS conducted the de-brief meeting with Staff on the 2020 Ontario Summer Games bid, they emphasized that sponsorship of the Games is becoming increasingly unpredictable, and should be cautiously addressed in the budget.

The \$135,000 is consistent with the municipal commitment Council previously made in support of Peterborough's bid to host the 2020 Summer Games, as per the recommendations of Report CSRS17-003, dated May 29, 2017. Unfortunately, that bid was unsuccessful.

The Ministry of Tourism Culture and Sport (MTCS) will provide a Hosting Grant in the amount of \$210,000. However, the Hosting Grant is payable to the City in installments, based on its fiscal year, as follows:

- 2018 -19 = \$23,000
- 2019 - 20 = \$148,000
- 2020 - 21 = \$64,000

The remainder of the revenue, to cover all expenses will be generated throughout 2019 and 2020 by participant and non-participant registration fees, fund raising, and some degree of sponsorship. Other grant opportunities will be sought to help reduce pressure on the fund raising and sponsorship budget lines.

There is no requirement for the host municipality to be a financial guarantor for the Games. The MTCS will hold additional funding to a maximum of \$25,000 to be used to cover any deficits as a result of hosting the Games. If there is no deficit, the host municipality will receive the full \$25,000 to be used for agreed upon Games legacy initiatives.

The Ontario 55+ Summer Games historically generate approximately \$2 million in positive economic impact to the host community.

## **Background**

### **Previous Bid to Host the 2020 Ontario Summer Games**

On June 15, 2017, Peterborough submitted a bid to the Ministry of Tourism Culture and Sport (MTCS) to host the 2020 Ontario Summer Games. The bid was submitted as per Council's approval of the recommendations of Report CSRS17-003, dated May 29, 2017. Upon review of all submitted bids, Peterborough was selected to advance to the site visit stage of the selection process. A site visit occurred in Peterborough on July 12, 2017. On November 3, 2017, City Staff were notified that, while Peterborough submitted a strong bid, it was not selected as the host community.

### **Opportunity to Bid on 2020 Ontario 55+ Summer Games**

On January 12, 2018, City Staff were contacted by Mr. Ryan Albright, from the MTCS, to inform of a possible hosting opportunity for the 2020 Ontario 55+ Summer Games. The bid process for those Games was opened during the summer of 2017. There was interest shown by two communities, which led to one bid being submitted. The bidding community had to withdraw their bid, due to an internal community issue.

Peterborough is the first community that the MTCS has approached to inquire about its interest in submitting a bid to host the 2020 Ontario 55+ Summer Games. Peterborough was given this opportunity based on the quality of its 2020 Ontario Summer Games bid submission, which demonstrated significant potential as a host for a successful 55+ Games.

The Ontario 55+ Summer Games would take place in August 2020, and include 19 events with up to 1,400 participants. It is a three day event that can either be hosted during the week or over a weekend. Day one includes an Opening Ceremony, day two and three are competition days for the participants. The Appendices for the Ontario 55+ Games, which are the technical details of hosting the Games, are attached as Appendix "A". That document includes participant numbers, sport venue requirements and a sample budget. Pages 8 through 17 of the Appendices document pertain to the Winter Games, and can be disregarded.

### **Bid Process Timeline**

Peterborough was given a time limited exclusive bid opportunity, which included expressing its interest by January 19, 2018, or the MTCS would begin approaching other municipalities. If interested, Peterborough will be given until February 12, 2018 to prepare and submit a bid. The Ministry is prepared to work with Peterborough to help develop the bid, which will include a detailed budget, a proposed venue list, and Letters of support from the municipality and the local Ontario Senior Games Association.

At the January 15, 2018 General Committee meeting, this matter was raised under Other Business, to inform Council that this time sensitive opportunity has been presented, and that a special General Committee meeting may be required on January 29, 2018 to formally address this matter. Council was informed that the members of the previous 2020 Summer Games Organizing Committee would meet on January 17<sup>th</sup> to review this opportunity and discuss its ability to prepare the bid within the identified time frame.

The Games Organizing Committee members unanimously support proceeding with the submission of the bid. On January 18<sup>th</sup>, City Staff informed the MTCS that Peterborough is interested in submitting a bid, pending Council approval on January 29, 2018.

### **Games Organizing Committee**

Establishment of a Games Organizing Committee is a requirement. All members of the former 2020 Ontario Summer Games Committee have confirmed their ability to participate on the 2020 Ontario55+ Summer Games Organizing committee. Staff recommends that a temporary full time Games Coordinator position be established to lead the Games Organizing Committee. The position would be in place from August 2018 until the Games wrap up and all reporting to the province has been completed by the end of September 2020.

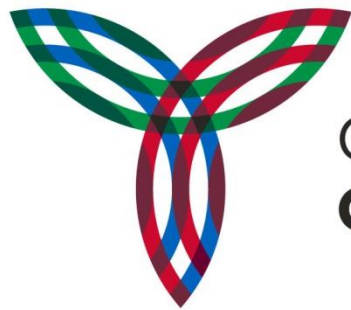
Submitted by,

Ken Doherty  
Director of Community Services

Rob Anderson  
Recreation Division Coordinator

Contact Name:  
Rob Anderson  
Phone: 705-742-7777 Ext. 1833  
Toll Free: 1-855-738-3755  
Fax: 705-748-8824  
E-Mail: [randerson@peterborough.ca](mailto:randerson@peterborough.ca)

Attachments:  
Appendix A - Appendices for the Ontario 55+ Games



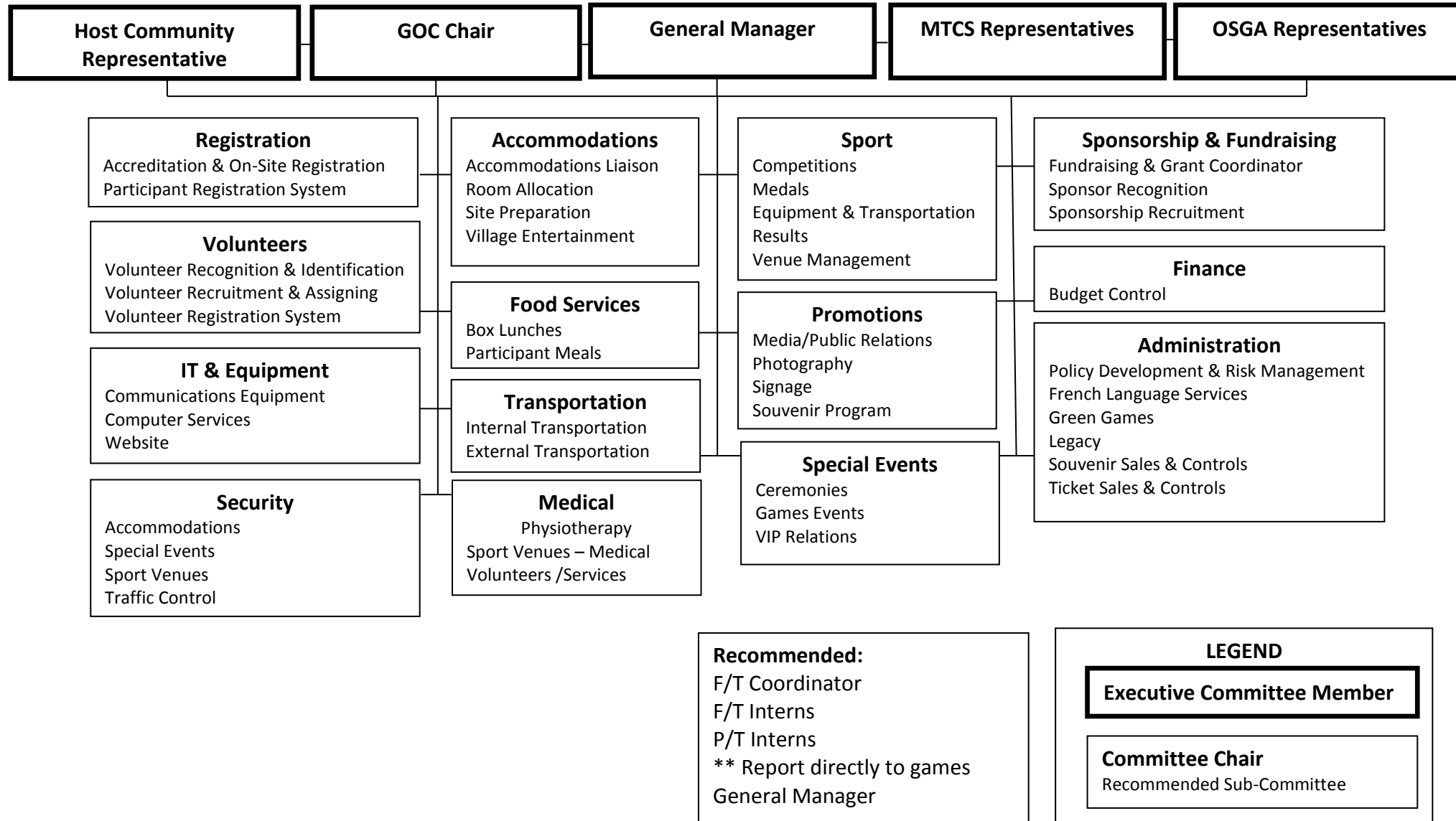
Games    Jeux de  
**Ontario    l'Ontario**

#### **Appendices – Ontario 55+ Games**

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**Appendix A – Timelines for the Ontario 55+ Winter/Summer Games Bid Process****Ontario 55+ Winter/Summer Games**

<b>Task</b>	<b>2018 Ontario 55+ Summer Games</b>	<b>2019 Ontario 55+ Winter Games</b>	<b>2020 Ontario 55+ Summer Games</b>	<b>2021 Ontario 55+ Winter Games</b>
<b>Letter of Intent Due</b>	March 15, 2016	September 30, 2016	December 18, 2015	September 30, 2017
<b>Bid Submission Due</b>	May 15, 2016	November 30, 2016	May 30, 2017	November 30, 2017
<b>Site Review</b>	June 2016	December 2016	June 2017	December 2017
<b>Official Announcement</b>	August 2016	February 2017	August 2017	February 2018
<b>Event Dates</b>	August 2018	February 2019	August 2020	February 2021

**Appendix B – Proposed Games Organizing Committee Structure**



## Appendix C – Hosting Grant Approved Expenditures

The Hosting Grant provided by Ministry of Tourism, Culture and Sport may only be used to cover the following expenses:

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

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

**Appendix D - Sample Budget – Ontario 55+ Summer & Winter Games**

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

<b>Expenditures</b>	<b>Summer</b>	<b>Winter</b>
<b>Accommodation</b>	\$160,000	\$150,000
<b>Administration</b>	\$120,000	\$120,000
<i>Staffing</i>	\$90,000	\$90,000
<i>Other</i>	\$30,000	\$30,000
<b>Food Services</b>	\$90,000	\$85,000
<b>Medical</b>	\$5,000	\$5,000
<b>Promotions</b>	\$20,000	\$20,000
<b>Registration</b>	\$6,000	\$5,000
<i>Accreditation</i>	\$3,000	\$2,500
<i>Registration Kits</i>	\$3,000	\$2,500
<b>Special Events</b>	\$60,000	\$50,000
<b>Sponsorship and Fundraising</b>	\$5,000	\$5,000
<b>Sport</b>	\$30,000	\$25,000
<i>Venues</i>	\$18,000	\$15,000
<i>Sport Equipment Rental</i>	\$5,000	\$5,000
<i>Medals</i>	\$7,000	\$5,000
<b>Transportation</b>	\$65,000	\$65,000
<i>Internal</i>	\$40,000	\$45,000
<i>External</i>	\$25,000	\$20,000
<b>Volunteers</b>	\$12,000	\$12,000
<i>Recognition Event</i>	\$5,000	\$5,000
<i>Clothing</i>	\$3,000	\$3,000
<i>Recruitment</i>	\$1,000	\$1,000
<i>Training</i>	\$3,000	\$3,000
<b>TOTAL EXPENSES</b>	<b>\$573,000</b>	<b>\$542,000</b>
<b>Revenues</b>	<b>Summer</b>	<b>Winter</b>
<b>Hosting Grant</b>	\$210,000	\$210,000
<b>Participant Registration Fees</b>	\$180,000	\$150,000
<b>Non-Participants Registration Fees</b>	\$15,000	\$15,000
<b>Municipal Contributions</b>	\$60,000	\$60,000
<b>Sponsorship</b>	\$73,000	\$77,000
<b>Other Revenue - i.e. Grants</b>	\$30,000	\$30,000
<b>TOTAL INCOME</b>	<b>\$573,000</b>	<b>\$542,000</b>
<b>Legacy/Contingency Fund</b>	<b>\$25,000</b>	<b>\$25,000</b>

**Budget Notes:**

All numbers in the budget will vary depending on the community. Where one community can save money, another community may have to spend more. Below is a breakdown of each budget item and some considerations in developing a Games budget for a bid book.

**Expenses:****Accommodations**

Consider all accommodation options within the community and surrounding municipalities. A bid should look at centralizing accommodations for a better participant experience but not compromised the accommodations budget. Consider university/college residences where possible. In determining a final accommodations acquire accommodation rates from all potential providers.

**Administration:**

Staffing costs will depend on a community's structure. When determining a final amount consider the pay scale within a municipality. Furthermore consider what additional staff support (interns, coordinator) may be used.

**Food Services**

Using the meal guidelines provided (Appendix I) secure quotes and menus from food service providers to provide an accurate food services budget number. Consider where meals may be served: hotels, sport venues or ceremony venues. When comparing quotes from providers, the cheapest option may not meet the guidelines or provide the quality a community may expect.

**Medical**

Paid medical professionals may be required for some venues/sports if they cannot be found from the volunteer base. Medical supplies should be considered in the budget as well.

**Promotions**

Anything related to the promotion of the Games such as signage, advertisements or launch events can be considered under promotions. MTCS has some supplies to help with signage and your local community media may provide advertisement and coverage as an in-kind contribution.

**Registrations**

Each participant receives a registration kit at the Games, this kit typically includes Games branded items that typically are covered all or in part from sponsors. Accreditation covers all the production of accreditation tags for all participants and personnel of the Ontario Games.

**Special Events**

Specials include any ceremonies (Opening, Closing) at the Games or countdown events leading up to the Games. Consider the bid requirement and factoring participant experience to develop a budget number.

**Sponsorship and Fundraising**

Encompass any costs to fulfilling your sponsorship agreements including any signage or events.

**Sport**

Depending on community structure, many sporting venues are provided in-kind. In developing the bid consider each sport venue and the cost it will be to the budget. Sport equipment may be purchased or borrowed from venues or local sports clubs. PSOs may also be able to provide equipment for the event. Acquire information from medal and award suppliers to provide an accurate budget number.

**Transportation**

Internal transportation includes all transportation within the Games network – Hotel to venues (Ceremony and Sport). Consider how transportation will occur – municipal transit, school buses or motor coaches. Acquire a quote or estimate from companies to determine internal costs.

External transportation is all travel subsidies paid to participants to assist with travel to host communities. Appendix J provides guidelines for travel compensation.

### **Volunteers**

Consider volunteers need to clothing to be identifiable, food during shifts and trained before the Games. Furthermore host communities should prepare a recognition event afterwards.

### **Revenues:**

#### **Hosting Grant**

Hosting Grants are paid in installments as the municipality incurs major expenses. An estimated payment schedule will be provided after a successful bid.

#### **Participant Registration Fees**

Registration fees are currently set at \$150.00 per athlete payable by the District approximately 2-3 months prior to the Games. These fees are dependent on final numbers established after the registration date.

#### **Non Participant Registration Fees**

A non-participant is anyone who is accompanying a participant to the Games (i.e. Spouse, friend). Non-participants pay a higher registration fee relative to the total expenses incurred to feed and accommodation an additional person.

#### **Municipal Contributions**

Municipalities contributions will differ by community, with increased hosting grant and registration fees it is possible to host the Ontario Games without municipal contributions providing the committee is successful in sponsorship/fundraising.

#### **Sponsorship/Fundraising**

All in-kind and cash contributions should be captured here. Sponsorship/fundraising goals should be realistic and attainable. Consider past events in the community and how successful (or unsuccessful) initiatives have been in the past.

#### **Other Revenue (i.e. Grants)**

Communities are encouraged to apply for provincial and federal grants in addition to the hosting grant provided by MTCS.

**Appendix E – Ontario 55+ Games Maximum Participant Numbers**

Ontario 55+  
Winter Games

Jeux d'hiver de  
l'Ontario 55+

Events	Participants
Alpine Ski	30
Badminton	80
Curling	96
Duplicate Bridge	64
Ice Hockey	360
Nordic Skiing	28
Skating, Prediction	20
Table Tennis	56
Ten Pin Bowling	60
Volleyball	192
Pool	20

Total	986
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Ontario 55+  
Summer Games

Jeux d'été de  
l'Ontario 55+

Events	Participants
5 Pin Bowling	155
Bid Euchre	60
Bocce	24
Carpet Bowling	40
Contract Bridge	40
Cribbage	60
Cycling	40
Darts	72
Euchre	60
Floor Shuffleboard	48
Golf	120
Lawn Bowling	60
Pickleball	144
Pool	28
Running	20
Slo Pitch	180
Swimming	50
Tennis	108
Walking	85

Total	1394
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\*Maximum participant numbers are subject to change



Games Ontario  
Jeux de l'Ontario



**Appendix F – Ontario 55+ Winter Games Facility Requirements**

Sport: Alpine Skiing

Maximum number of participants: 36

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The ski slope should have a minimum 150 metre vertical drop.</li> <li>2. The facility shall have a clearly indicated start and finish line.</li> <li>3. The facility should not have any obstructions which are dangerous to participants on the course.</li> </ol>
Storage Requirements	Storage available at either Ski Hill or Accommodation provider
Equipment Requirements (to be provided by GOC)	<p>Timers</p> <p>Gates</p> <p>Ski Patrol/First Aid</p>
Other (additional information that does not relate to items above)	Participants are responsible for providing their own equipment

Sport: Badminton

Maximum number of participants: 60

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>The facility <b>must</b> have well marked, regulation size badminton courts (minimum of four).</p> <p>Courts should have space in between and at each end.</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. Regulation badminton nets are required (minimum of four)</li> <li>2. Yellow plastic birds shall be used in the competition.</li> </ol>
Other (additional information that does not relate to items above)	Participants are responsible for providing their own rackets and/or other personal equipment.

Sport: Curling

Maximum number of participants: 80

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	The facilities shall have a minimum of ten (10) sheets available to complete the round robin and playoffs in the allotted time
Storage Requirements	
Equipment Requirements (to be provided by GOC)	A set of rocks for each sheet.
Other (additional information that does not relate to items above)	Curlers are permitted to use an extender curling stick, if required. Curlers will likely bring their own but GOC may consider having some available.



Sport: Duplicate Bridge

Maximum number of participants: 72

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	An air-conditioned, well illuminated room, large enough to accommodate 20 regulation size card tables (approx. 36" square). It must be in an enclosed room - no access to general public
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. 20 regulation size card tables (approx. 36" square).</li> <li>2. 1 new deck of standard bridge playing cards for each board in play</li> <li>3. Duplicate Boards (at least 30)</li> <li>4. Player/Table assignment forms (one per team)</li> <li>5. ACBL Convention Sheets (one per competitor)</li> <li>6. Scoring Travelers (one per board)</li> <li>7. Pencils</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Hockey

Maximum number of participants: 340

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	3 (minimum) regulation size arenas (ice surface 190ft x 85ft.)  Regulation markings
Storage Requirements	Equipment storage/drying room required for the attending teams in a secure area either at the arena or local hotel(s)
Equipment Requirements (to be provided by GOC)	Pucks standard regulation ice hockey goal nets Electronic scoreboard and time clock Zamboni for ice re-surfacing
Other (additional information that does not relate to items above)	

Sport: Nordic Skiing

Maximum number of participants: 40

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The facility should have a clearly marked start and finish line.</li> <li>2. The facility should be free from any obstructions which are dangerous to participants on the course.</li> <li>3. Trails must be a minimum of five metres wide and five kilometers long.</li> <li>4. All trails shall be machine groomed.</li> <li>5. A heated chalet should be nearby for participants to warm up between races.</li> </ol>
Storage Requirements	A secure space for participants to store their skis.
Equipment Requirements (to be provided by GOC)	<p>Stopwatches</p> <p>Course markings</p>
Other (additional information that does not relate to items above)	

Sport: Prediction Skating

Maximum number of participants: 24

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The facility shall be a regulation size arena (minimum 185x85 feet (56.39 x 25.91 metres))</li> <li>2. The facility shall have a clearly marked start and finish line.</li> <li>3. The facility should not have any obstructions on the course that could be dangerous to skaters.</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<p>Stopwatches</p> <p>Pylons</p>
Other (additional information that does not relate to items above)	

Sport: Table Tennis

Maximum number of participants: 48

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	The facility <b>must</b> have the potential to hold 3-6 table tennis tables (9' x 5') while providing adequate regulation spacing.
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. Regulation table tennis tables are required (minimum of three)</li> <li>2. Regulation nets are required (minimum of four)</li> <li>3. Regulation table tennis balls (adequate supply).</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Ten Pin Bowling

Maximum number of participants: 80

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	An air-conditioned, well illuminated room, with 10 -12 automated lanes if possible.
Storage Requirements	
Equipment Requirements (to be provided by GOC)	
Other (additional information that does not relate to items above)	

Sport: Volleyball

Maximum number of participants: 224

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Minimum 4 volleyball courts (18m x 9m), with at least 2 m of space around the perimeter of the court (distance from line to wall). High ceilings.
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. The net height will be set at 2.43 metres for both men's 55+ and co-ed 55+ competitions.</li> <li>2. The net height will be set at 2.34 metres for both men and 65+ and co-ed 65+.</li> <li>3. The net height will be set at 2.24 metres for women's competition.</li> <li>4. Balls</li> <li>5. Scoreboards</li> </ol>
Other (additional information that does not relate to items above)	

**Appendix G – Ontario 55+ Summer Games Facility Requirements**

Sport: Five Pin Bowling

Status: Core

Maximum number of participants: 170

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	An air-conditioned, well illuminated room, with 10 -12 automated lanes if possible.
Storage Requirements	
Equipment Requirements (to be provided by GOC)	
Other (additional information that does not relate to items above)	



Sport: Bid Euchre

Status: Core

Maximum number of participants: 68

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>An air-conditioned, well illuminated room, large enough to accommodate 20 regulation size card tables.</p> <p>It must be in an enclosed room - no access to general public</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. 20 regulation size card (approx. 36" square) tables and chairs.</li> <li>2. 40 new decks of standard playing cards.</li> <li>3. Scorecards, Pens, Results Board.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Bocce

Status: Optional

Maximum number of participants: 24

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The Bocce facility should have a minimum of 6-8 courts.</li> <li>2. The court is an area approximately 12' wide by 60' long. Although this is the recommended court size, variations are acceptable provided foul lines and inbound markers are clearly established.</li> <li>3. The playing surface should be reasonably flat and level and can consist of packed dirt, fine gravel or short grass.</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. A set of bocce balls consisting of eight large balls, which may be a composition of wood or metal and of equal size (half of which are of a different colour or pattern).</li> <li>2. Smaller "object balls" (sometimes called a "pallino" or a "jack"), which must be a colour visibly distinct from both bocce ball colours.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Carpet Bowling

Status: Core

Maximum number of participants: 44

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The facility must be well illuminated and large enough to appropriately space 12 -16 Carpet Bowling carpets. Carpets should be have approximately 6' of space between and approximately 6-10' at each end.</li> </ol>

Storage Requirements	
Equipment Requirements (to be provided by GOC)	<p>1. 12-16 regulation size Carpet Bowling carpets (30' (9.14 metres) long x 6' ( 1.83 metres) wide)</p> <p>2. 4" indoor biased carpet bowls (only). One set of bowls per carpet is required. A set includes one jack and two sets of 8 bowls (different colours).</p>
Other (additional information that does not relate to items above)	

Sport: Contract Bridge

Status: Core

Maximum number of participants: 60

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The facility must be well illuminated and large enough to appropriately space 20 regulation size card tables.</li> <li>2. The facility should be air-conditioned.</li> <li>3. It must be in an enclosed room - no access to general public</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. 20 regulation size card tables (approx. 36" square).</li> <li>2. 40 new decks of standard bridge playing cards</li> <li>3. Scorecards, pens, etc.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Cribbage

Status: Core

Maximum number of participants: 68

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	An air-conditioned, well illuminated room, large enough to accommodate 20 regulation size card tables. It must be in an enclosed room - no access to general public
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. 20 regulation size card tables (approx. 36" square).</li> <li>2. 20 new decks of standard playing cards.</li> <li>3. 20 standard cribbage boards with pegs.</li> <li>4. Scorecards, pens, etc.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Cycling

Status: Special Status

Maximum number of participants: 40

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. 5km &amp; 10km routes are required.</li> <li>2. It is suggested that a route is chosen without stop signs or lights if possible. Spotters are to be used along the entire route. The route should be free from any obstructions which are dangerous to participants on the course.</li> <li>3. It is suggested that a paved park or bike path be used where possible.</li> <li>4. The course should have a clearly indicated start and finish line.</li> </ol>
Storage Requirements	A secure place for participants to store their bikes when not competing.
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. Route markers (pylons, signage, etc.)</li> <li>2. Stop watches</li> </ol>
Other (additional information that does not relate to items above)	Shade for participants at start line (if necessary).

Sport: Darts

Status: Optional

Maximum number of participants: 74

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. 15 – 20 dart boards with lighting</li> <li>2. The length of “throw” is 7’ 9 ¾” feet (2.93 metres) from the face of the board and a suitable mark should be made on the floor. This mark should be three (3) feet (0.91 metres) long running parallel to the board and the face of the line nearest the board is considered the toe line and must not be over-trodden.</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. A dart should have a sharpened point made of steel, a barrel to give a good grip for the fingers and a paper, feather or molded plastic flight.</li> <li>2. Dartboards which are divided by wires into twenty equal segments, each numbered from One to Twenty. The board should be fixed at a height of five feet, eight inches from its centre point to the floor. It should be firmly fixed so that its centre point is five feet eight inches above the ground, with the twenty division uppermost. An imaginary line running through the middle of the twenty division to the floor should be vertical.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Euchre

Status: Core

Maximum number of participants: 68

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	An air-conditioned, well illuminated room, large enough to accommodate 20 regulation size card tables. It must be in an enclosed room - no access to general public
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. 20 regulation size card tables (approx. 36" square).</li> <li>2. 20 new decks of standard playing cards.</li> <li>3. Scorecards, Pens, Results Board.</li> </ol>
Other (additional information that does not relate to items above)	



Sport: Floor Shuffleboard

Status: Core

Maximum number of participants: 48

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>An air-conditioned, well illuminated room, large enough to accommodate 12-16 regulation size courts</p> <p>12-16 Courts which should be have approximately 6' of space between and approximately 6-10' at each end. The court shall measure 52' in length and 6' in width. The playing surface shall be concrete. <i>(or suitable artificial material)</i></p> <p>The playing area shall be 39' in length or that area of the court from the baseline to baseline.</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. A set of standard discs in 2 colours for each</li> <li>2. Scorecards, Pens, Results Board.</li> <li>3. Large, clearly visible scoreboards.</li> </ol>
Other (additional information that does not relate to items above)	Participants will likely bring their own cues. GOC should have some available as a backup.

Sport: Golf

Status: Core

Maximum number of participants: 120

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Regulation course which includes par 3, 4 & 5 holes – an executive length course is not acceptable.  Tees for ladies and men's divisions will be designated based on the course.
Storage Requirements	A secure space for participants to store their clubs overnight is an asset.
Equipment Requirements (to be provided by GOC)	A motorized golf cart must be used by all players (extra fee charged to participants)
Other (additional information that does not relate to items above)	Course must have a club house with access to food and beverage and locker rooms

Sport: Lawn Bowling

Status: Optional

Maximum number of participants: 72

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>8-12 greens</p> <p>The minimum size for green width is twelve (12) feet. (3.66 metres)</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. A set of bowls includes bowls that are 4 ¾ to 5 ¾ inches and diameter with a maximum weight of 1.5kg and a jack that is 2 ½ inches in diameter and 0.2 to 0.3kg. Many participants will bring their own bowls but the GOC should have some available as a backup.</li> <li>2. Measuring device (callipers)</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Pickleball

Status: Special Status

Maximum number of participants: 128

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>The facility <b>must</b> have well marked, regulation size pickleball courts (minimum of four). A regulation court is 20' x 44'.</p> <p>Minimum of 12 courts available, 4 additional courts is recommended.</p> <p>Significant space is required behind and between courts for safety. Recommended at least 5 feet behind back line and 2 feet on the sides.</p> <p>Air conditioned facility is an asset.</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. Regulation nets are required (minimum of four) - badminton net lowered to start at ground level</li> <li>2. Regulation pickleball balls (adequate supply). – approx. 3" diameter plastic whiffle ball</li> <li>3. Participants are responsible for providing their own pickleball rackets.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Pool/Billiards

Status:

Maximum number of participants: 28

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	1. An air-conditioned, well illuminated room to hold 4 tables while providing adequate regulation spacing.
Storage Requirements	none
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. Minimum of 4 regulation size tables</li> <li>2. Regulation size tables for the type of billiards to be played i.e. snooker (12ft x 6ft), 8-ball, 9-ball (4ft x8ft)</li> <li>3. Set of regulation balls for each table.( 8-BALL - 15 numbered balls, 1 white cue ball) (Snooker - <b>10 red</b>, 6 coloured, 1 white cue ball)</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Prediction Running      Status:

Maximum number of participants: 20

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. Can use either a track or a walking trail</li> <li>2. Most tracks are 400 metres, therefore, 12 ½ laps = 5 km.</li> <li>3. The facility should have a clearly indicated start and finish line.</li> <li>4. The facility should be accessible and should not have any obstructions on the course.</li> <li>5. Any track surface is acceptable however it must be clearly communicated to the participants</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	Stopwatches
Other (additional information that does not relate to items above)	Shade for participants when not competing

Sport: Slo-Pitch

Status: Special Status

Maximum number of participants: 120

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. Minimum 4 diamonds</li> <li>2. Home plate- rubber or other suitable material measuring 2 feet by 3 feet. All bases must be secured in a proper manner.</li> <li>3. Bases will be 55 feet. Distance from home to second base through the pitching mound is 77 feet and 9 inches. The pitching box will be between 35 to 40 feet from home plate.</li> <li>4. There will be a scoring line (extended first base line) drawn from home plate.</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	<ol style="list-style-type: none"> <li>1. An Easton “incrediball” or appropriate “low impact” ball for the age group will be used.</li> <li>2. A safe-t-base is to be used at first.</li> </ol>
Other (additional information that does not relate to items above)	

Sport: Swimming

Status: Optional

Maximum number of participants: 50

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. The swim meet must take place in a 25 metre rectangular pool. Minimum 4 lanes.</li> <li>2. It is strongly recommended that there be qualified lifeguards on hand during the event.</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	Sufficient stopwatches for the number of lanes being used. ( or appropriate electronic timing device)
Other (additional information that does not relate to items above)	



Sport: Tennis

Status: Optional

Maximum number of participants: 114

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<p>1. The facility <b>must</b> have well marked, regulation size tennis courts, sufficient courts for each division. 8 courts is required, an additional 4 courts is recommended.</p> <p>2. Courts may be of different type bases; however, a division should play on the same type of court throughout the tournament.</p>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	Yellow coloured tennis balls
Other (additional information that does not relate to items above)	<p>Shade for participants while not competing</p> <p>Participants are required for bringing their own equipment.</p>

Sport: Walking

Status: Core

Maximum number of participants: 90

Specifications	Minimum Standards
Field of Play (i.e. gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	<ol style="list-style-type: none"> <li>1. Can use either a track or a walking trail for the 3km and 1.6km walks.</li> <li>2. Most tracks are 400 metres, therefore, 7 ½ laps = 3km.; 4 laps = 1.6km., 2 ½ laps = 1km</li> <li>3. The facility should have a clearly indicated start and finish line.</li> <li>4. The facility should be accessible and should not have any obstructions on the course.</li> <li>5. Any track surface is acceptable however it must be clearly communicated to the participants</li> </ol>
Storage Requirements	
Equipment Requirements (to be provided by GOC)	Stopwatches
Other (additional information that does not relate to items above)	<p>Nordic Walking uses two specially designed poles to work the upper body while walking. Like cross-country skiing, the poles are used by the arms to match each stride the person takes. Participants will bring their own poles.</p> <p>Shade for participants when not competing.</p>

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

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

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

**Appendix I - Standardized Meal Requirements and Guidelines**

## Guiding Principles:

- Provide a variety of foods throughout competition
- Food rich in whole grains, vegetables and fruit
- Hosts are encouraged to provide a range of healthy snacks through Games for participants.
- The following is a guide so feel free to suggest some alternatives to the items below

**BREAKFAST**

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

**LUNCH**

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

**DINNER**

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

**Appendix J – Ontario 55+ Games Travel Policy**

In accordance with the Ontario 55+ Games Travel Policy, the Host Community must adopt the following policy:

Participants are eligible for travel over 200kms return measured by Mapquest (from the host community to a central point of the participants home district). Travel will be reimbursed at a rate of \$0.035/km. It is the responsibility of the District Association to submit travel reimbursement requests for all members at one time to the Host Community.

Example – If 100 participants travel from Ottawa to Toronto, 400kms one way.

Each person is eligible for  $800\text{km} - 200\text{km} = 600\text{kms} \times .035 = \$21.00$

The District must submit a travel expense for  $100 \text{ participants} \times \$21.00 = \$2,100$

A chart will be provided to the host by the OSGA which will outline the distance from each district and the calculation of each district's per participant travel subsidy.

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

## Appendix K – French Language Requirements

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

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

Ontario 55+ Games - Jeux de l'Ontario des 55+  
 Ontario 55+ Summer Games - Jeux d'été de l'Ontario des 55+  
 Ontario 55+ Winter Games - Jeux d'hiver de l'Ontario des 55+

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

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

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

- Registration package and forms
- Officials Games Programs and/or Participant Handbooks
- Website
- Tickets
- Identification Passes

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