APRAC17-015 - Appendix A

Games Ontario Jeux de l'Ontario

Appendices – Ontario Games

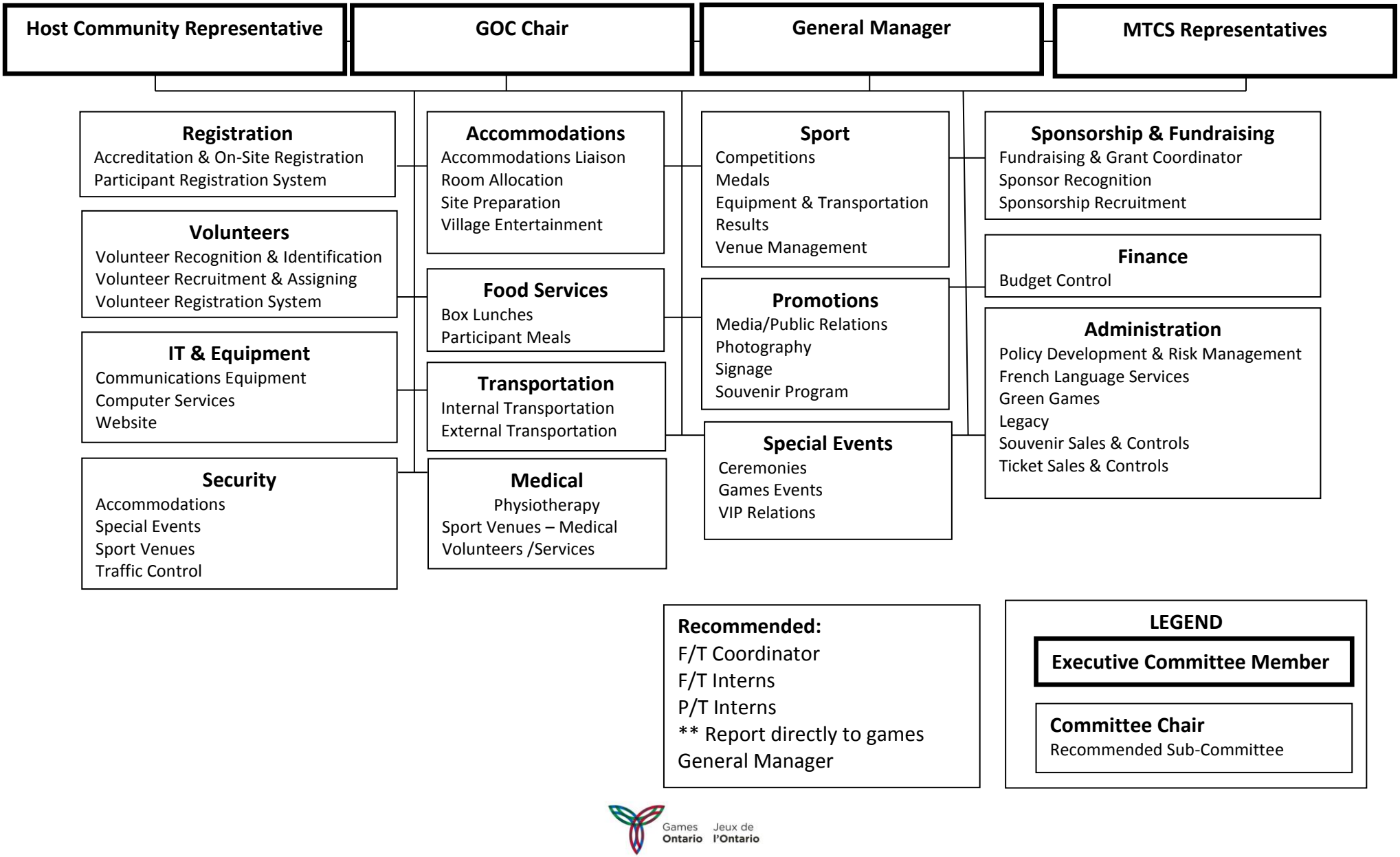
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Appendix A – Timelines for the 2020 Ontario Summer Games Bid Process

Ontario Summer Games

Task	2020 Ontario Summer Games
Letter of Intent Due	April 14, 2017
Bid Submission Due	June 15, 2017
Site Review	June 2017
Official Announcement	August 2017
Event Dates	August 2020

Appendix B – Proposed Games Organizing Committee Structure



Games Ontario Jeux de l'Ontario

Appendix C – Hosting Grant Approved Expenditures

The Hosting Grant provided by the 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 Summer Games
***Please note this budget is a guideline and is subject to change based on the individual community.*

Expenditures	Ontario Summer Games
Accommodations	375,000
Administration	185,000
Staffing	*150,000*
Translation	*5,000*
Insurance	*20,000*
Office Supplies/Equipment	*5,000*
Travel	*5,000*
Food Services	325,000
IT & Equipment	15,000
Medical	10,000
Promotions	50,000
Registration	20,000
Accreditation	*5,000*
Registration Kits	*15,000*
Security	10,000
Special Events	50,000
Sponsorship/Fundraising	5,000
Sport	145,000
Venues	*100,000*
Sport Equipment Rental	*20,000*
Equipment Transportation	*10,000*
Medals/Awards	*15,000*
Transportation	200,000
Internal	*100,000*
External	*100,000*
Volunteers	30,000
Recognition Event	*7,000*
Clothing	*10,000*
Recruitment	*8,000*
Training	*5,000*
Contingency	25,000
TOTAL EXPENSES	1,445,000

Revenues	Ontario Summer
Hosting Grant	900,000
Participant Registration Fees	200,000 Total may be lower depending on final number of Participants)
Municipal Contributions	135,000
Admission Fees	30,000
Sponsorship/Fundraising	175,000
Merchandising	5,000
TOTAL REVENUE	1,445,000
Legacy/Contingency Fund	100,000

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.

IT & Equipment
Any equipment (computers, phones, copiers etc.) should be considered here, as well as any services provided prior at Games office and during Games at headquarters and sport venues.

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.

Security
Most security requirements may already exist through venue and hotel agreements. Additional security may be required to guard sporting equipment – specifically at outdoor venues or to supplement hotel/campus security.

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/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. The following guide may assist budgeting:

Region	Budget Allocation
Southwestern Ontario	$80,000
Central Ontario	$60,000
Northern Ontario	$120,000+
Eastern Ontario	$80,000

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.

Contingency
Contingency funds will vary depending on the experience of the host community and their comfort level with their budgets. There are always unexpected expenses that may require a contingency. Contingency funds may fluctuate leading up to the Games.

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 $110.00 per athlete payable by the PSO approximately 1 month prior to the Games. These fees are dependent on final sport numbers established after sport selection.

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.

Admission Fees
Admission fees and ticket sales are optional for the host community.

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.

Merchandising
Merchandise sales are not mandatory but encouraged. There are different models to handle this including direct sales by the host community or sourcing it out to a third party where a percentage of sales go back to the Games budget.

Appendix E - Ontario Games Potential Sport List & Participant Numbers

NOTE: The following is a list of current sports in the 2018 Ontario Summer Games, the sports and participant numbers for each sport could change through the Sport Selection Process. * The current total participant numbers for the Games is above 3,500 this number is being refined for the 2020 Ontario Summer Games.

Ontario Summer Games Jeux d'été de l'Ontario

	Athletes		Coaches	Managers	Major Officials	PSO Rep	Totals
	Male	Female					
Archery	30	30	10	10	4	1	85
Athletics	164	164	8	2	40	1	379
Baseball	144	0	24	12	20	1	201
Basketball	144	144	48	0	24	2	362
Canoe Kayak	48	48	10	2	10	1	119
Cycling (MTB)	34	14	12	0	3	1	64
Cycling (Road)	39	16	12	0	4	1	72
Diving	27	47	18	12	12	1	117
Field Hockey (Outdoor)	60	60	8	8	16	1	153
Golf	60	30	30	15	12	1	148
Hockey (Women's)	0	160	24	16	13	1	214
Lacrosse - (Box)	120	0	24	6	8	1	159
Lacrosse - (Field)	0	108	12	6	12	2	140
Rugby	96	96	16	8	8	3	227
Sailing	20	20	4	1	10	1	56
Soccer	160	160	48	16	30	1	415
Softball	0	104	16	8	8	1	137
Table Tennis	30	30	10	4	10	1	85
Triathlon	24	24	4	4	6	1	61
Volleyball - Beach	36	36	16	6	12	1	109
Volleyball - Indoor	96	96	24	16	16	2	258
Total	**1332**	**1387**	**394**	**144**	**278**	**26**	**3561***

Appendix F - Sport Technical Information – Minimum & Ideal Standards – Ontario Summer Games

Sport: **ARCHERY**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	1 archery range – flat grass field, grass cut to normal lawn length (60m by 100m) with sufficient (minimum 30 m) free space at each end of the range to act as a safety zone and spectator area. Standard size Football or Soccer field Road or path access to field for small truck and equipment trailer	1 archery range – flat grass field, grass cut to normal lawn length (60 m by 100m) with sufficient (minimum 30 m) free space at each end of the range to act as a safety zone and spectator area.
Change Facilities / Meeting Room Requirements	Washroom facilities on site.	
Storage Requirements	Overnight security on the field for Target buttresses and timing system. The OAA requests that the Athletes be allowed to keep their sport equipment in their rooms at the Athletes' Village for repairs and maintenance. If this arrangement is not acceptable then a secured room in the athletes' village will be required for the storage of the equipment with accessibility to the athletes.	
Equipment Requirements (to be provided by GOC)	- AC power source required for scoring and timing devices and PA system - Tents (minimum 3) for shade and chairs for athletes on-site (60 chairs) - 10x10 shade tent with table and 3 chairs for Director of shooting position on field of play - Ropes or other marking methods to secure the perimeter of the range from spectator access.	All of minimum standards plus Line painter for shooting line, field layout, spectator line and 3m safety line
# of field of play hours	Day 1 – Practice 8 AM – 3 PM Day 2 – Competition 8AM – 5PM Day 3 – Competition 8AM – 5PM Field set-up day prior to first practice day	
Seating Capacity	Spectator area behind the athlete area. Room for parents a sn support staff to put up their own small 10x10 shade tents	Bleachers along one side of shooting range for general public viewing area

Sport: **ATHLETICS - TRACK**

<table>
<tr><th>Specifications</th><th>Minimum Standards</th><th>Ideal Standards</th></tr>
<tr><td>Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)</td><td>Grade A Facility
<table>
<tr><td>Track</td><td>a</td><td>Length of oval</td><td>400m</td></tr>
<tr><td></td><td>b</td><td>Surface</td><td>rubber or polyurethane</td></tr>
<tr><td></td><td>c</td><td>Minimum radius*</td><td>35m</td></tr>
<tr><td></td><td>d</td><td>Maximum radius*</td><td>38m</td></tr>
<tr><td></td><td>e</td><td>Number lanes (oval and straight)</td><td>6</td></tr>
<tr><td></td><td>f</td><td>Width of lanes</td><td>1.22m</td></tr>
<tr><td></td><td>g</td><td>Inside border</td><td>raised curb</td></tr>
<tr><td></td><td>h</td><td>Run-out</td><td>17m minimum</td></tr>
<tr><td></td><td>i</td><td>Obstacle-free zone</td><td>1m minimum</td></tr>
<tr><td></td><td>j</td><td>Drainage</td><td>puddles <0.8cm</td></tr>
<tr><td></td><td>k</td><td>Surface condition</td><td>no breaks, bubbles</td></tr>
<tr><td></td><td>l</td><td>Underground timing cables with 4 connection points</td><td>recommended</td></tr>
<tr><td></td><td>m</td><td>Stadium fencing</td><td>recommended</td></tr>
<tr><td></td><td>n</td><td>Wind breaks</td><td>recommended</td></tr>
<tr><td></td><td></td><td>* IAAF standard track has 36.5m radius.</td><td></td></tr>
</table></td><td>8 lanes ideal
puddles <0.5cm</td></tr>
<tr><td>Change Facilities / Meeting Room Requirements</td><td>Washroom facilities on site.</td><td></td></tr>
<tr><td>Storage Requirements</td><td></td><td></td></tr>
<tr><td>Equipment Requirements (to be provided by GOC)</td><td>Can rent: Photo-timing Equipment (including rental cost and technician’s fees, if any)
Can rent or borrow: 3 Wind gauges
Starters’ Stand
10 sets of starting blocks</td><td>Local Phototiming Equipment
Local wind gauges - 3</td></tr>
<tr><td># of field of play hours</td><td></td><td></td></tr>
<tr><td>Seating Capacity</td><td>300 persons</td><td>500 persons for all Athletics Events</td></tr>
<tr><td>Other</td><td>PA system</td><td>PA system, preferably with cordless field microphone included</td></tr>
</table>

Sport: **ATHLETICS - LONG JUMP, TRIPLE JUMP, HIGH JUMP, POLE VAULT (ATHLETICS)**

<table>
<tr><th>Specifications</th><th>Minimum Standards</th><th>Ideal Standards</th></tr>
<tr><td>Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)</td><td>Grade A Facility
<table>
<tr><td>LONG/TRIPLE JUMP</td><td></td></tr>
<tr><td>No pits/runway combinations in each (opposite) direction</td><td>2</td></tr>
<tr><td>Runway surface</td><td>rubber or polyurethane</td></tr>
<tr><td>Minimum length of runway (ending at takeoff board)</td><td>40m</td></tr>
<tr><td>Wooden take-off boards each runway - long jump</td><td>yes - 1m (to 3m)</td></tr>
<tr><td>Wooden take-off boards each runway - triple jump</td><td>yes - 13 or 12m and 11 or 10m</td></tr>
<tr><td>Landing areas</td><td>2.75m x 7-9m* x 30cm</td></tr>
<tr><td>Take-off board replacements</td><td>yes</td></tr>
<tr><td>* length depends on position of takeoff board relative to nearer edge of landing area</td><td></td></tr>
<tr><td>HIGH JUMP</td><td></td></tr>
<tr><td>Runway surface</td><td>artificial</td></tr>
<tr><td>Runway dimensions</td><td>radius 20m minimum</td></tr>
<tr><td>Location (landing area) relative to track</td><td>within 50m</td></tr>
<tr><td>Landing area</td><td>min. 6mx4mx0.7m</td></tr>
<tr><td>POLE VAULT</td><td></td></tr>
<tr><td>Runway surface</td><td>artificial</td></tr>
<tr><td>Runway length</td><td>40m minimum</td></tr>
<tr><td>Runway reversibility</td><td>yes</td></tr>
<tr><td>Number of runways</td><td>1 in each direction</td></tr>
</table>
Pole vault landing area min. 5mx5m excl. front pieces
Takeoff boards may be permanently-placed, but must be in good condition.
HJ and PV areas may be located farther than 50m from track, subject to AO approval.</td><td></td></tr>
<tr><td>Change Facilities</td><td>Washroom facilities on site.</td><td></td></tr>
<tr><td>Storage Requirements</td><td>Storage area for personal vaulting poles and landing pits.</td><td>Storage area for personal vaulting poles, preferably at the competition site.
Storage area for landing pits.</td></tr>
<tr><td>Equipment Requirements</td><td></td><td>Landing pits for High Jump and Pole Vault – IAAF standards or approval from Athletics Ontario required</td></tr>
<tr><td>Seating Capacity</td><td>300 persons. 100 persons if there is a dedicated seating area for any of the jumps.</td><td>500 persons for all Athletics events</td></tr>
<tr><td>Other</td><td>Wind gauge may be provided by Athletics Ontario</td><td>Local Wind gauge</td></tr>
</table>

Sport: **ATHLETICS - SHOTPUT, DISCUS, HAMMER, JAVELIN (ATHLETICS)**

Specifications	Minimum Standards		Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	**SHOTPUT**		Competition areas may be located farther than 100m from track, subject to AO approval. Hammer/Discus Cage dimensions may be smaller. Site inspection by AO rep. and approval would be necessary. Length of sector line: Javelin – 100m Hammer – 90m
	Circle construction	IAAF 187.5-7	
	Toe board	IAAF 188.2-3	
	Landing area - downward inclination not to exceed	1:1000	
	Location (at foul line) relative to track	within 100m	
	Length of sector line	25m minimum	
	Circle surface texture - approval by AO required **DISCUS**		
	Circle construction	IAAF 187.5-7	
	Landing area - downward inclination not to exceed	1:1000	
	Location (at foul line) relative to track	within 100m	
	Cage	4m minimum height	
	Length of sector line	80m minimum	
	Circle surface texture - approval by AO required **HAMMER**		
	Circle construction	IAAF 187.5-7	
	Landing area - downward inclination not to exceed	1:1000	
	Location (at foul line) relative to track	within 100m	
	Cage	7m minimum height	
	Length of sector line	80m minimum	
	Circle surface texture - approval by AO required **JAVELIN**		
	Runway surface	artificial	
	Runway length	30m minimum	
	Landing area - downward inclination not to exceed	1:1000	
	Location (at foul line) relative to track	within 100m	
	Length of sector line	80m minimum	
Change Facilities	Washroom facilities on site.		
Equipment Requirements	Throwing implements may be provided by Athletics Ontario plus competing athletes. Implement certification equipment may be provided from elsewhere		Some local throwing implements, local throwing implement certification equipment (including weigh scale)
Seating Capacity	300 persons. 100 persons if there is a dedicated seating area for throws events.		500 persons for all Athletics events

Sport: **ATHLETICS - STEEPLE CHASE, HURDLES (ATHLETICS)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Grade A Facility **STEEPLECHASE** Barriers - adjustability for height: yes Water supply: at water jump Water Jump location: inside or outside **HURDLES** Style - international with adjustable weights: yes Minimum Number: 90	
Change Facilities / Meeting Room Requirements	Washroom facilities on site.	
Storage Requirements		
Equipment Requirements (to be provided by GOC)	See above under "Field of Play".	
# of field of play hours		
Seating Capacity	300 persons	500 persons for all Athletics events
Other (additional information that does not relate to items above)		

Sport: **BASEBALL (Male)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Male: 3 diamonds all lit (Mound 60ft 6inches, bases 90ft)	Male: 3 diamonds with covered dugouts, all lit (Mound 60ft 6inches, bases 90ft)
Change Facilities / Meeting Room Requirements		On field change facilities for officials
Storage Requirements		
Equipment Requirements (to be provided by GOC)	Pitcher's plates, rubber home plates, set of bases for each diamond (plus spare bases & straps), chalk and liner to line the fields.	
# of field of play hours	Male – 14 hours	
Seating Capacity		
Other (additional information that does not relate to items above)		Per diamond: 1 scorer's table and chairs with an umbrella or tarp behind the home plate screen PA System

Sport: **BASKETBALL (Male & Female)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Federation High school markings (narrow key & high school 3 point line) Safety wall padding at each respective baseline (minimum of 5 feet between baselines and back wall).	6 gyms required – 3 male & 3 female 50 ft x 98 ft court dimensions FIBA markings (wide key) FIBA 3 point line http://www.fiba.com/downloads/Rules/2010/OfficialBasketballRules2010.pdf
Change Facilities / Meeting Room Requirements	2 change rooms for teams per gym 1 officials change room per gym	4 change rooms for teams per gym Change room fully equipped with operational showers
Storage Requirements		To hold balls/Gatorade jugs at end of day
Equipment Requirements (to be provided by GOC)	Electronic score board with no shot clocks 3 chairs and bench on each side of scores table	Electronic score board with shot clocks 1 large table at each gym (seating for 3) to work game clock, shot clock and score book. Small table needed at spectator entrance for programs 2 small tables (1 behind each team bench) for water jugs Possession arrows in each gym 15 chairs on east side of the scores table
# of field of play hours	12 hours per day	12 hours per day
Seating Capacity	100 spectator seating	200 spectator seating
Other (additional information that does not relate to items above)	Air conditioned facility	PA System at Championship facility

Sport: **CANOE KAYAK SPRINT**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	A body of calm water which has at least 1250m of straight water. Must be at least 100m wide. The course requires 9 lanes which are 9m wide. Course needs to be marked with lanes and buoys, buoys should be a min. 100m apart. Lane buoys should be numbered at the 1000m, 500m, 200m and finish line.	A body of calm water which has at least 1250m of straight water (protected from wind). Must be at least 100m wide. The course would have 10 lanes. Course needs to be marked with lanes and buoys, buoys should be a min. 25m apart. The first 750m marked with yellow buoys, the last 250 marked with red buoys. Lane buoys are numbered at the 1000m, 500m, 200m and finish line.
Change Facilities / Meeting Room Requirements	One change room for each gender.	Two change rooms for each gender
Storage Requirements	Available space for boat trailers.	Racks for boats to be unloaded on from the trailers.
Equipment Requirements (to be provided by GOC)		
# of field of play hours	8 hours	10 hours
Seating Capacity	100	250
Other (additional information that does not relate to items above)		

Sport: **CYCLING (Mountain Bike)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Mountain Bike Time Trial Course of approx. 4km loop for males and 2.5 to 3 km for females. The course should be fast mostly open double track course with some short single track/technical sections. Mountain Bike Relay course using the same course as the females for the time trial. Cross Country Mountain Bike Course with a 4km Loop km loop with significant and appropriate technical challenges as well and appropriately steep and long climbs for the age group. Men to do 6 Laps. Women to do 5 Laps.	
Change Facilities / Meeting Room Requirements	Washroom facilities on site	Washroom & Change area for riders
Storage Requirements	Bike Storage space at facility	Storage space for signage & chairs at facility
Equipment Requirements (to be provided by GOC)	2000 m of caution tape with wooden stakes 1 big tent 20 ft x 20 ft 12-15 Metal baracades to marshall Arrows to mark course	3000 m of caution tape with wooden stakes
# of field of play hours	12 hours	14 hours
Seating Capacity		
Other (additional information that does not relate to items above)	Access to hose for bike washing	Bike Washing Station

Sport: **CYCLING (ROAD)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Two sections of controlled roads (closed to all but local "escorted" traffic). Must be paved, at least tar & chip quality, but preference is for asphalt. "Two-lane" (one lane each dir'n) rural roads are the standard. The first section (for the TT and Sprint) should be a 5 km straight section of road with minimal intersections and relatively flat in nature. At one end of the straight, there should be enough room on the sides of the road to hold a raised platform for the officials and the timing van as well as the start finish arch; the other should have enough room for a series of 10x10 tents and the start ramp (slightly on the road). The other end should terminate at an intersection and/or a wider part of the road to facilitate a "turnaround point." The second section should be a circuit of roads, preferably with four "corners," that will make a 6 km, 10 km, or 12 km loop. The circuit should contain varied elevation changes, each climb comprising up to 6% avg grade but no more than 12% max grade. The Start/Finish area should be located on a straight no closer than 500m to a corner (slight bends are ok), and need to have enough space on the side of the road to hold a raised platform for officials and the timing van, as well as the start/finish arch.	
Change Facilities / Meeting Room Requirements	The bare minimum is that teams can use their tents to change and/or use the portable toilets. The preferred case is that each course has proximate access to a community center (or the like) that has washrooms, change rooms, and an open space that can serve as registration/info area/sign on.	
Storage Requirements	None	None
Equipment Requirements (to be provided by GOC)	Crowd control barriers (400m) • Traffic barrels and barricades (as needed) • Raised platform for finish line (stage, scaffolding, rolling platform, etc – should be at least 4ft off ground) • Start Ramp for TT (raised, covered platform 2-4 ft off the ground, with walk up ramp and a wide "ride-down" ramp on the other side • Start/finish arch (metal structure or inflatable) • Straw bales/gym mats to cover street furniture or other hazards on side of road (where necessary) • Vehicles (four cars, two vans/pickups, two passenger van/bus) • Podium (three blocks and backdrop)	
# of field of play hours	8	
Seating Capacity	NA	
Other (additional information that does not relate to items above)	2PA System s – one for start/finish, one for podium Officials Tables – Regular 8ft long table Scoring Tables – Regular 8ft long table	

Sport: **DIVING**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Swimming Pool which includes a 1 meter springboard, a 3 meter springboard & a 5 meter tower in good working order Sufficient pool deck space to accommodate athletes attending Seating for officials on either side of pool and area for scoring table officials to record scores	Pool which includes 2 or more 1 meter springboards, 2 or more 3 meter springboards, and a complete tower complex with 3, 5, 7.5, & 10 meter towers in good working order. Water sprayers under all springboards and bubbler under towers. Sufficient desk space to accommodate all athletes, coaches and officials Seating for officials on either side of pool and area for scoring table workers to record scores
Change Facilities / Meeting Room Requirements	1 Male & 1 Female Changeroom 1 administrative office	1 Male & 1 Female Changeroom 1 or more administrative offices
Storage Requirements		Not required
Equipment Requirements (to be provided by GOC)	Stretching mats & dryland training/warm up area PA System – with 2 microphones 4 tables, 20 chairs Number boards, approved judge's scoring system	Stretching mats, trampolines and dryland training/warm up area PA System – with 2 microphones 4 tables, 20 chairs Electronic number boards, scorepads and scoreboard Computer hardware, projectors, monitors & displays to record and project live results
# of field of play hours	3 days – 6-7 hrs/day	
Seating Capacity		200-300 spectators
Other (additional information that does not relate to items above)	A raised platform may be required for proper seating of officials depending on the facility. If the facility is home to a member club, then the boards may not need to be inspected. Each of our clubs has the specs for their boards, and they are regularly inspected. If the facility that is chosen is not home to a member club, than a representative from Dive Ontario or Dive Canada, should inspect the facility to ensure that it can handle a competition and that the boards are in working order	

Sport: **FIELD HOCKEY (OUTDOOR)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	a) very high level grass pitch b) or c) field turf pitch length – 88 metres width 50 metres	Astro turf pitch with warm up space in the end zones Length 91.4 metres Width 55 metres Turf extends 2 metres past side lines
Change Facilities / Meeting Room Requirements	1 male official 1 female official 1 male 1 female	2 for teams on the field 2 for next teams playing 1 male officials 1 female officials
Storage Requirements	Balls, tables etc over night at the pitch	
Equipment Requirements (to be provided by GOC)	2 nets would mean need more field time as would have to provide for on field warm up see ideal – nets must have the 18 inch or .46 metre boards we can give on the height and width slightly	Nets and any barriers needed Need 4 nets – 2 on the pitch and one each end for warm up and if needed tie breaking for strokes Nets 3.66 metres in width Nets 2.14 metres high 1.2 metres deep mesh boards back and side - .46 metres high
# of field of play hours	47 hours	47 hours
Seating Capacity	100	200
Other (additional information that does not relate to items above)	2 canopy tents over scorers and officials tables to protect from rain and strong sun	Shade over benches

Sport: **GOLF**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Golf Course 1. Course should be a min of 5600 Yards for Junior Girls and 6500 Yards for Junior Boys. 2. Course must have practice facilities, including putting green and a driving range that can accommodate at least 20 players at one time Course must have a club house with access to food and beverage, locker rooms and offices	
Change Facilities / Meeting Room Requirements	Require a men's and ladies locker/change room PSO will require operations room beginning 1 day prior to the event until the end of competition for up to 10 people with tables and chairs. Access to high-speed internet is mandatory.	
Storage Requirements	Club Storage for up to 90 golf bags.	
Equipment Requirements (to be provided by GOC)	20 Outdoor Chairs for use by scoring officials, players, starters and timers, 10 Golf Carts, Water Coolers, 6 small tables	
# of field of play hours	10 hours (7:30 am until 5:30 pm)	
Seating Capacity	None	
Other (additional information that does not relate to items above)		

Sport: **HOCKEY - WOMEN**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Ice Surface (190 ft x 85ft) Regulation markings (goal crease, centre ice spot and circle, neutral zone, face off spots and circles, end zone face off spots and circles) Players Bench (2) with 2 doors Penalty Bench	Standard regulation ice surface (200 ft x 85 ft) Regulation markings (goal crease, centre ice spot and circle, neutral zone, face off spots and circles, end zone face off spots and circles) Players Bench (2) Penalty Bench (on opposite side to players bench
Change Facilities / Meeting Room Requirements	Dressing Room for 2 teams/game (with shower and washroom in each) Officials Change Room with shower and wash room Event Office/Meeting Room for OWHA	8 dressing rooms + Officials Room (with shower & washroom in each) Room at hotel on first night for Coaches Meeting 1 Meeting room for OWHA Organizers 1 Meeting room with lock for OWHA Mentors/Evaluators (preferably meeting room overlooking ice) Press Box with internet access Snack Bar Team warm up area Meeting room for team sessions
Storage Requirements	Storage for all team equipment at the rink OWHA operational materials Players' equipment drying room/area (secured)	Players' equipment drying room/area (secured) Dedicated dressing room per team for duration of event Dedicated room for on-ice officials
Equipment Requirements (to be provided by GOC)	Two standard regulation ice hockey goal nets Electronic scoreboard and time clock Zamboni for ice re-surfacing PA System located at game/time keeper area Warm up pucks (50x2)	Two standard regulation ice hockey goal nets Electronic scoreboard and time clock Zamboni for ice re-surfacing Goal Lights PA System located at game/time keeper area Red carpet for medal presentation Skate sharpening
# of field of play hours	40 hours	40 hours
Seating Capacity	500	1500
Other	Therapist on site Doctor and dentist available on call	Emergency medical staff on site

Sport: **LACORSSE (BOX)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Arena floor measuring 180' x 80' with lacrosse markings	Arena floor measuring 200' x 90' with lacrosse markings
Change Facilities / Meeting Room Requirements	6 dressing rooms	
Storage Requirements		
Equipment Requirements (to be provided by GOC)	30 second shot clock (contact local Lacrosse association)	
# of field of play hours	36 hours	
Seating Capacity	300	
Other (additional information that does not relate to items above)		

Sport: **LACROSSE (FIELD)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	100 meters by 50 meters Natural grass – even playing surface i.e. standard soccer or rugby pitch Require 2 playing fields; side by side or similar Fields need to be lined to specific requirements of OWFL regulations	110 meters by 60 meters Astroturf or Natural grass – even playing surface i.e. standard soccer or rugby pitch Require Two playing fields plus one practice facility; side by side Fields need to be lined to specific requirements of OWFL regulations
Change Facilities / Meeting Room Requirements	0 change rooms 1 meeting room – capacity 20 people	4 player change rooms One Officials Change room One Meeting Room for 24 people plus audio video capacity
Storage Requirements	somewhere to lock nets – could be to soccer standards on field (chain & lock)	Indoor storage shed for 6 goals plus table boxes
Equipment Requirements (to be provided by GOC)	- 4 regulation size goal nets - 2 tables + 4 chairs - 4 players benches - Appropriate quantities of ice & water in re-useable coolers (no plastic bottles)	- 6 regulation size goals - 2 tables + 4 chairs - 24 regulation yellow game balls - 2 gazebo tents for shade for timekeepers - 2 cans white field paint
# of field of play hours	- 2 fields - 4 time slots per day - 90 minutes per time slot - Minimum one hour between teams playing back to back games - 9:00 am – 6:00 pm	Two Game Fields + One Practice Field Day 1: Three time slots & Two Fields Day 2: Three Time slots & One Field Day 3: Two Timeslots & One Field Ninety Minutes per time slot Minimum two hour between teams playing back to back games (Day One Only) 9:00 am – 7:00 pm
Seating Capacity	nil	250 people
Other (additional information that does not relate to items above)		Sound system: If available, at each field to announce goal scorers

Sport: **RUGBY**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	1 Rugby competition field. Lined field. Field size is 70 metres x 144 metres. Difficult to indicate measurements without a diagram.	2 Rugby competition fields, same location. Lined field. Field size is 70 metres x 144 metres. Difficult to indicate measurements without a diagram.
Change Facilities / Meeting Room Requirements	2 change rooms	4 change rooms
Storage Requirements	Not Required	Not Required
Equipment Requirements (to be provided by GOC)	14 touch flags per field. Padding on goal posts	14 touch flags per field. Corner touch flags have padded supports. Padding on goal posts
# of field of play hours	6	6
Seating Capacity	150	250
Other (additional information that does not relate to items above)	Shade tents, portable toilets. First aid tent. Adequate water supply	Shade tents, portable toilets. First Aid tent. Adequate water supply.

Sport: **SAILING**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Open waterway that is clear and unobstructed from underwater hazards, enough depth for sailboats and steady wind. An Ontario Sailing/CYA member club camp or school to host the event. Local support people to run the event	On water race course set by race officials using club supplied race marks as per sailing instructions. Launch facilities with on shore storage for 20 12-14 foot sailboats. The ideal for sailing is to partner with an Ontario Sailing/CYA member sailing club as this will facilitate ease of hosting the sailing venue. It is very difficult if not impossible to host sailing without a Clubs support. The club would supply race officials, safety boats, communication system. As our clubs that run racing are familiar with running races, they have the technical knowledge required to put on a safe, well managed event.
Change Facilities / Meeting Room Requirements	Washroom facilities, meeting room for protests	Washrooms One female and one male change room. Meeting room for protests
Storage Requirements	Beach front and parking lot area	On shore dry storage area for 12-14 foot sailboats with a clear area to launch the boats at a beach, or launch ramp. It is best if the area has secure storage.
Equipment Requirements (to be provided by GOC)	First aid equipment	First aid equipment.
# of field of play hours	Daily 4 hours on the water, 1 hour prep on shore, one hour de rigging on shore after the daily event	Daily 5 hours on the water, 1 hour prep on shore, one hour de rigging on shore after daily event
Seating Capacity	An open area only	an area for awards would be appreciated so parents, coaches, officials and athletes can sit and enjoy the ceremony
Other (additional information that does not relate to items above)	Facility to check weather forecasts (internet) and communicate to the on the water officials	

Sport: **SOCCER**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	- 4 regulation size grass soccer fields for first day of competition only (IF ON COMPETITION DAY) *REGULATION SIZE:* MIN LENGTH 100m, MAX LENGTH 110m MIN WIDTH 64m, MAX WIDTH 70m - 2 regulation size grass soccer fields for remaining days - for Finals, 1 fields w grandstand, at min. bleacher seating - Lighting required if night games are scheduled. - Player benches for each team - Nets on all goals, 4 corner flags per field.	- 4 regulation size grass soccer fields within the same complex with spectator seating - 2 practice/warm up fields preferred. - for Finals, 2 fields, 1 w grandstand, at min. bleacher seating at both - Player benches for each team with marked technical area for coaches. - Nets on all goals, 6 corner flags per field.
Change Facilities / Meeting Room Requirements	4 change rooms	8 change rooms
Storage Requirements		Locked storage room to store soccer balls and supplies overnight
Equipment Requirements (to be provided by GOC)	Nets on all goals, 4 corner flags per field	Nets on all goals, 6 corner flags per field
# of field of play hours		8 hours per day/4 Days of Competition
Seating Capacity	250	500
Other (additional information that does not relate to items above)		PA System for Finals

Sport: **SOFTBALL (Male & Female)**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	4 regulation Softball Diamonds for competition (2 for females & 2 for males) and 2 regulation softball diamonds for practice (1 for males; 1 for females) or as back up. Covers on Dugouts.	
Change Facilities / Meeting Room Requirements	Male & Female Washrooms & Change Rooms plus a changeroom for umpires – one for females & one for males.	
Storage Requirements	None.	
Equipment Requirements (to be provided by GOC)	Regulation bases (including safe base) & pitching plate for each diamond. Scoring tables & chairs at each diamond.	
# of field of play hours	19 hours for males & females	
Seating Capacity		
Other (additional information that does not relate to items above)		PA System

Sport: **TABLE TENNIS**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	8 courts @ 10 x 5 meters. Ceiling Height 4 meters. floor wood, asphalt tile good lighting	Double Gymnasium 10 Courts @ 10 x 5 meters. Celling Height 5 meters Light 1000 lx Floor ITTF approved
Change Facilities / Meeting Room Requirements	1 Male & 1 Female Change room	1 Male & 1 Female Change room
Storage Requirements	Not required	Not required
Equipment Requirements (to be provided by GOC)	10 ITTF Approved Table Tennis Tables & 70 Court Providers (can be rented through PSO) Umpires tables 8 tables (2ft x 2ft) & 3 tables (2ft x 6ft) 15 Chairs PA System	12 ITTF Approved Table Tennis Tables & 80 Court Providers (can be rented through PSO) Umpires tables 10 tables (2ft x 2ft) & 3 tables (2ft x 6ft) 15 Chairs PA System
# of field of play hours	32 hours	32 hours
Seating Capacity	100	200
Other (additional information that does not relate to items above)		

Sport: **TRIATHLON**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Open water swimming venue, to accommodate 600m loop or point to point swim Smooth road system that can accommodate a 16-20K cycling component. Minimal interference with local traffic preferred Pathway, sidewalk or road for 4 km run loop Grassy area or parking lot in close proximity to water and roads for transition area Open area for finish line no less than 8m wide and 20m long	Open water swimming venue for swimming component of 600km (can set up a 300m course for 2 loops to make up the swim distance). Paved road system for cycling component of 15-16 km (bike loop = 4 or 5km). Roads must be closed to traffic, no less than 20 ft wide at the narrowest point, asphalt paved road (chip and tar surfaces are not acceptable) with curbs. Sidewalk or clear pathway for running component of 4km (run loop = 1km). Transition area linking the 3 sport components for transition between each of the race segments. Cycle and Run course must not permit any directional crossovers. Ideally (but not necessarily), the race venue would support a draft legal format. Traffic will be one way on the course ie not out and back on the same road.
Change Facilities / Meeting Room Requirements	3 men's and 3 women's washrooms available to competitors and spectators	Two men's and two women's washrooms dedicated to athletes; similar number or more available to spectators
Storage Requirements	Secure storage area for bicycles on site or at residence. A locked facility is a must. In the past, an arena change room and a boathouse was used.	Secure/locked room for storage of bicycles at the race site. The race site is preferred if the distance between the residence and the race site is significant so that the bikes don't have to be transported.
Equipment Requirements (to be provided by GOC)	Approx. 300 ft of fencing (mesh is preferred) to enclose transition area 3 tables for water stations 150 l of water, paper cups (not bottles) 6 green garbage bags to collect cups etc Waste receptacles on site timing system sound system bike racks to accommodate 50 bikes 50 bins (mid-sized recycling bins work well) Power - if no buildings exist generators will be needed	Fencing for transition area, 3 tables for water stations, approximately 150 litres of water, cups (not plastic bottles of water) – garbage bags to collect water cups, broom to sweep corners, garbage cans (around transition) – 30M indoor/outdoor carpeting (tentative and dependent on surface of transition area and route from swim to bike
# of field of play hours	Roads - 3 H in the morning and 3H in the afternoon Transition area - approx - 10 hours to allow for set up and tear down	12
Seating Capacity		

Other (additional information that does not relate to items above)	Race venue must be close to accommodation i.e. athletes should be able to ride to the site Access to a broad variety of food with high nutritional value is imperative - triathletes consume a large number of high quality calories ie fruit, vegetables, water, complex carbohydrates, nuts, grains etc - burgers and fries with soda are not acceptable options. Many are vegetarian and don't eat processed foods of any kind.	

Sport: **VOLLEYBALL - BEACH**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	8 beach volleyball courts, 4 at men's height, 4 at women's height each court is 8m x 16m and requires approx 3-4 m between courts on the side and 5-6 m at the base line. 8 competition courts as well as a sand depth of at least 10-16 inches	12 beach volleyball courts, 4 at men's height, 4 at women's height each court is 8m x 16m and requires approx 3-4 m between courts on the side and 5-6 m at the base line. 4 warm-up courts, 8 competition courts as well as a sand depth of at least 10-16 inches
Change Facilities / Meeting Room Requirements	2 changerooms (1 male, 1 female) and toilet facilities	2 changerooms (1 male, 1 female) and toilet facilities
Storage Requirements		
Equipment Requirements (to be provided by GOC)	At least 10-16 inches of soft non compactable sand. If it is not soft, hard sand may cause injury score tables, chairs, referees stand	At least 10-16 inches of soft non compactable sand. If it is not soft, hard sand may cause injury score tables, chairs, referees stand
# of field of play hours	30	30
Seating Capacity	250	250
Other (additional information that does not relate to items above)	Security is required for overnight surveillance of equipment Electricity required for PA System (to be provided by PSO)	Security is required for overnight surveillance of equipment Electricity required for PA System (to be provided by PSO)

Sport: **VOLLEYBALL - INDOOR**

Specifications	Minimum Standards	Ideal Standards
Field of Play (i.e. – gym dimensions, height of ski hill, floor type, # of courts, wall colours, accessibility, etc)	Minimum 4 centre volleyball courts (18m x 9m), with at least 3 m of space around the perimeter of the court (distance from line to wall). 9m high ceilings.	Minimum 4 centre volleyball courts (18m x 9m), with at least 4 m of space around the perimeter of the court (distance from line to wall). 12m high ceilings.
Change Facilities / Meeting Room Requirements	Change rooms for female and male athletes Officials change room Tournament operations room	Change rooms for female and male athletes Officials change room and lounge (coaches lounge) Tournament operations room
Storage Requirements	Secure room to store volleyballs, score sheets, etc.	
Equipment Requirements (to be provided by GOC)	Volleyball nets, antennae, score cards, referees stand Volleyball poles are securely fastened and are covered in secured padding	
# of field of play hours		
Seating Capacity	spectator seating for 50 per court	spectator seating for 150 per court
Other (additional information that does not relate to items above)	1 scoring table per court, table size should accommodate 2 people with chairs 1 Officials stand per court PA system on show court	1 scoring table per court, table size should accommodate 2 people with chairs 1 Officials stand per court PA system on show court

Appendix G – 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.

An electronic version (Word) of this document is included online. If your community does not have a facility to host one of the potential sports please investigate possible Satellite sites to host such sport events or clearly identify your community cannot host the potential sport. Ability to host all sports is one of many factors in the evaluation of a bid, not being able to host a sport will not prevent a selection of a host city.

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

Appendix H - 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

Food Group	Category	Minimum Requirements	Examples
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	Meat	1 Choice	Bacon, Ham, Sausage
	Eggs	1 Choice	Scrambled, Poached or boiled eggs

LUNCH

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

DINNER

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

Appendix I – Ontario Summer Games Travel Policy

Note: Policy is currently being reviewed; MTCS will engage hosts on a final policy to ensure minimal impact on the overall budget.

There are four (4) modes of transportation that will receive reimbursement depending on the one-way distance of travel from the participant's home community to the sport accommodation destination as measured by Google Maps.

It will be the PSOs' responsibility to collect and submit all claims for their participants. The PSO must submit the appropriate forms to the GOC and reimburse each participant as applicable.

Method of Travel	Distance from Host City (One Way)		
	0-300 KMs	301 KMs to 600 KMs	601+ KMs
Car	Not-Eligible	Eligible	Eligible
Van Rental	Not-Eligible	Eligible	Eligible
Air/Train	Not-Eligible	Not-Eligible	Eligible
Chartered Bus	Not-Eligible	Not-Eligible	Eligible

Car

The following reimbursement will apply based on the number of participants carpooling together.

1 participant	$0.10/km
2 participants	$0.20/km
3 or more participants	$0.30/km

Ineligible for reimbursement

First 300km one way (600km total round trip) are ineligible for reimbursement

Example:

1500km round trip – 600km ineligible = 900km eligible for reimbursement

Van Rentals

Should a van be required to transport 3 participants or more due to restrictive sport competition equipment, rental cost reimbursement will be provided as per the following:

- GOC must pre-approve van rental (Car rental will not be eligible)
- Van rental will be covered (as per note on restrictive sport competition equipment) up to maximum allowable cost of $100/day with a maximum claim of $500
- Claims will be adjusted based on the carpooling method except in cases where sport competition equipment is restrictive to the number of passengers in the vehicle. For example: should only 1 participant travel in a vehicle due to restrictive sport competition equipment the claim will not be pro-rated and the participant will be eligible for mileage reimbursement at a rate of $0.30 per km.

Air/Train/Bus

If traveling by air/train/bus, GOC must pre-approve any flight/train/bus before the participant can book the ticket. If air/train/bus is booked before approval from GOC, reimbursement is not guaranteed.

The GOC will organize shuttles to and from the airport & train station (for registered Games Participants ONLY).

Ineligible for reimbursement

- Meals during travel
- Airport parking
- Ground transportation to/from the airport
- Hotel rooms during air travel
- Flights/trains booked with Air Miles or other reward programs

Charter bus

Charter buses can be utilized where there are at least 25 registered Games Participants coming from one community/district/region. GOC must pre-approve before Charter Bus is booked.

Reimbursement for charter buses will be up to a maximum of $5,000.

Charter busses with less than 25 participants must be pre-approved by the GOC. Charter Bus must be utilized if it is more cost efficient then Air or Train travel for the number of participants travelling from one area if under 25 participants.

Appendix J – 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 Games – Jeux de l'Ontario
Ontario Winter Games – Jeux d'hiver de l'Ontario
Ontario Summer Games – Jeux d'été de l'Ontario

The following Materials must be made available in French and English:
- Province wide media releases
- Logos
- Invitations to Special Events (i.e. – 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
- Promotional Materials (including posters, flyers, etc)

The following materials do not need to be translated but must indicate 'Available in French upon request' and in a visual place on the materials:
- Registration package and forms
- Official Games Programs and/or Participant Handbooks
- Website
- Tickets
- Identification Passes

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

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

Appendix K - ACCESSIBILITY Considerations:

- Every doorway that is located in a barrier-free path of travel shall have a clear width of not less than 850 mm (33.5 in.) when the door is in the open position. Ideally doors should be 915 mm (36 in.) wide. Power doors would be an asset.
- The preferred minimum width for accessible routes (pathways) is 1830 mm (72 in.).
- Provide an access aisle of 2440 mm (96 in.) wide (minimum of 2000 mm or 78-3/4 in.) and 7000 mm (23 ft.) long, adjacent and parallel to the vehicle pull-up space.
- Accessible Washrooms should be provided at all Venues of the Games. Accessible port-o-lets are also an alternative for sport specific onsite needs.
- Ensure that enough circulation space is available for persons using wheelchairs or scooters in the bedroom, at doorways, at closets and beside the bed, to allow easy access and transfer.
- Ideal bed height would allow person in wheelchair easy transfer to bed (adjustable bed height is preferable).
- Bathrooms, washrooms or shower areas should be large enough to accommodate persons using mobility aids or a commode chair. Consideration should be given to providing space for a wheelchair accessible shower, in lieu of a standard bathtub. Where a bathtub is provided, a transfer seat, level with the bath rim and at least 380 mm deep (15 in.) is recommended at the end located opposite of the controls. A 915 mm (36 in.) long horizontal grab-rail, mounted at 835 mm (33 in.) high on the long sidewall, is recommended to provide stability in entering, exiting or standing while in the tub.
- Dining areas must be accessible (i.e. main floor, no steps, low counter tops, spacious).
- Accessible Transportation would be required.