

## 2028 TIME FLOW CHART CAN-AM POLICE-FIRE GAMES



- PRE-BID**
- Review requirements of RFP.
  - Complete requirements of RFP.
  - Secure letters of support and potential sponsors.
  - Send letter of intent to bid to CEO.
  - Attend Can-Am Police-Fire Games.
  - Prepare and submit written bid as outlined on the Federation website.

- 48 MONTHS OUT**
- Present written bid proposal to location selected by Federation.
  - Provide Federation with list of tentative sports/events.
  - Negotiate and sign Host Contract.
  - Select nonprofit organization as required.
  - Form your Games Board of Directors (also known as Executive Board).
  - Establish presence on your social media site or create one.
  - Commence solicitation for financial support.
  - Continuous communication with Federation per contract provisions and timeline benchmarks.

- 48 MONTHS OUT**
- Attend current Can-Am Police-Fire Games/Set up an information booth at these Games/Visit as many sporting event sites as possible.
  - Develop your website.
  - Supply your Games information for Can-Am Homepage.
  - Develop partnership with next Games for marketing and promoting.
  - Continue solicitation for financial support.
  - Hold monthly Executive Board Meetings. Minutes to be forwarded to Federation CEO.

- 48 MONTHS OUT**
- Continue solicitation of support to fund Your Games. Unions, Guilds, Corporations, community hotel/motel tax funds, and area businesses, and available grants should all be considered.
  - Form Operations committees per contract and organizational chart provided.
  - Regular and routine meetings with Board of Directors and Committees.
  - Begin identification of the Sport Director and individual sports and events coordinators.
  - Update your website.
  - Identify merchandise and how it will be sold.
  - Board of Directors should develop policy covering such areas as volunteers, communications, money handling, conduct of personnel, security, contracts, financial matters and other issues as they arise.

- 36-24 MONTHS OUT**
- Preliminary contracts of venue sites secured.
  - Selection of Sport Director.
  - Sport Director identifies sport managers and coordinators.
  - Aggressively market and promote Games.
  - Utilize email blasts, blogs and other electronic communication and media strategies to get the message out.
  - Prepare promotional materials for event, visit to other games. Concentrate on 10 to 12 hour driving area.
  - Confirm compulsory list of sports. Submit rules for new sports to Federation.
  - Commence preparing sport descriptions for the sport information pages of your website.
  - Begin sales of merchandise via online store and/or select events in your area.

- 24-18 MONTHS OUT**
- Continue with communication with Federation.
  - Develop sports budgets.
  - New sports must have rules submitted by Host.
  - Provide update on Sponsorship plan and confirmed sponsors with commitments.
  - Attend Can-Am Police-Fire Games/establish booth, promote Games.
  - Finalize sport descriptions.
  - Finalize all social events, fees, and other registration requirements and submit to the Federation.
  - Identify logistic requirements such as holding facility, vehicles, manpower, etc. and communicate needs for volunteers, materiel procurement, communications, etc. to other committees as necessary.
  - Identify and source construction and material for any items needing to be manufactured.
  - Identify and source communications equipment capability; medical; security; transportation; and command and control functions.



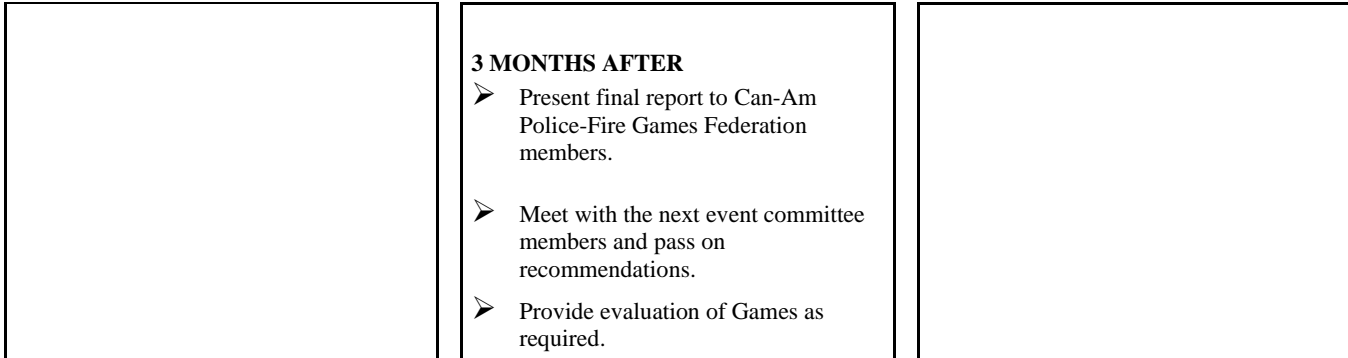
## TIME FLOW CHART CAN-AM POLICE & FIRE GAMES



<p><b>16-12 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ All sport/event coordinators given any rules updates.</li> <li>➤ Host to edit registration information and sport descriptions as needed.</li> <li>➤ Go live for on-line registration.</li> <li>➤ Continue to aggressively promote Games.</li> <li>➤ Determine policy on timing of refunds and associated amounts to be refunded.</li> </ul>	<p><b>11-10 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Ensure all contracts for venue sites are secured and validated.</li> <li>➤ Ensure venue contract cancellation date gives sufficient time to cancel event/sport without financial penalty.</li> </ul>	<p><b>9 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Confirm all sport officials are bound by contract or letter of agreement wherever possible.</li> </ul>
<p><b>8- 6 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Review all areas. Have a very detailed and complete schedule of events aware that adjustments probably will be made when the amount of entries is known.</li> <li>➤ Finalize overall budget.</li> </ul>	<p><b>6 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Continue to promote your Games.</li> </ul>	<p><b>6-5 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Reconfirm all venue sites.</li> <li>➤ Volunteer program in place.</li> </ul>
<p><b>6- 4 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Prepare a preliminary detailed summary for the Can-Am Police-Fire Games Federation.</li> <li>➤ Prepare Program information.</li> <li>➤ Ads may be sold for the Program to pay for printing costs and additional revenue.</li> </ul>	<p><b>4-3 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Begin orientation sessions with volunteers.</li> </ul>	<p><b>3 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Review with each coordinator any last minute problems and/or concerns. Affirm all officials.</li> <li>➤ Program printed following committee review and necessary changes are made. Program will be distributed to each participating member.</li> </ul>



## TIME FLOW CHART HOSTING A CAN-AM POLICE & FIRE GAMES



### GENERAL ISSUES THAT APPLY TO ENTIRE TIME LINE PROCESS:

- Federation Board will meet with Host organization when deemed necessary throughout the process.
- Federation Sport Committee will meet with identified Sport Director, Sport Managers, and Coordinators beginning immediately following the appointment of the Sport Director and will continue on regular bases until all Managers and Coordinators fully understand their sport event and what is required to make it successful.
- Other Federation Board members will be meeting with Operation Committees providing guidance and recommendations on a regular bases.
- Federation expects Board of Directors to meet on a regular basis and be the guiding force for the Games throughout the time line.
- The Host is required to establish an organizational structure per the Organization Chart provided by the Federation.
- Federation will hold Host responsible for meeting specified deadlines per the Host Contract and provided Time-Line.
- The Host shall have merchandise sales available no later than 24 months prior to their Games.

This time flow chart will guide your committee through the different stages of hosting this **international** event. Feel free to make adjustments for your presentation to the Can-Am Police-Fire Games Federation Board of Directors.

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