



# **CAN-AM POLICE-FIRE GAMES FEDERATION GAMES HOSTING RFP**



## 1/ INTRODUCTION

The Can-Am Police-Fire Games Federation uses this RFP process for awarding Can-Am Police-Fire Games. Timeline for acceptance of bids is listed in 4/Bid Procedure.

For background information regarding the event please refer to section 2.2 and Appendix 1 and the Federation web site at [www.canampolicefiregames.org](http://www.canampolicefiregames.org).

## 2/ RIGHTS HOLDER

### 2.1 ***About Can-Am Police-Fire Games Federation Organization***

The Can-Am Police-Fire Games Federation is the rights holder and North American governing body for the bi-annual Can-Am Police-Fire Games. The mission of the Federation is: ***“The Can-Am Police-Fire Games' mission is to promote physical fitness and camaraderie among and between law enforcement, fire, emergency and protective service personnel and their agencies”***. The Federation fulfills their mission by selecting host cities for the bi-annual Can-Am Police-Fire Games which encourages emergency service personnel to participate in sporting events.

The Can-Am Police-Fire Games Federation is a registered non-profit organization 501(c) 3 in the United States and is registered in Canada under the Canadian Society Act as a non-profit organization. The Federation requires all cities/organizations submitting a proposal either is a similar non-profit organization or form a non-profit organization if their proposal is selected to host a Can-Am Police-Fire Games. The Federation also requires that after all authorized Games expenses have been paid any remaining profit be given to a charity of the host cities choice.

While there is no fee for submitting a bid proposal, the successful Host will provide a check to the Federation for the event rights fee described in Section 3.1 upon signing of the contract. This fee is non-refundable and will remain severed from the accounting of the operational expenses/revenues of conducting the Games.

Rights extended to the Host give exclusive use of the registered Can-Am Police-Fire Games name and logos for the marketing, promoting, generation of sponsorship opportunities and merchandise sales. Modification of Games logos is prohibited without the express written permission of the Federation. A comprehensive online registration program is provided at no cost to the Host. An optional volunteer registration program is also available at no additional cost should the Host choose to use it.

The Can-Am Police-Fire Games started as the Northwest Police-Fire Games in 1977 when officials from two State police and fire games (Washington and Oregon) and a police-fire sports group from Western Canada formed an organization that organized and conducted a multi-sport event for police officers and fire fighters on an annual basis. To expand participation the name was changed to the Can-Am Police-Fire Games in 1996.

The Federation is also a member of the International Police Sports Union (USIP) expanding potential participants from the 40 member countries.

The Federation is managed by a Board of Directors who represents emergency services in North America. The Board members are volunteers and receive no compensation for their service.

Unlike other state, national and international police and fire games, the Can-Am Police-Fire Games are a family oriented event which allows spouses of eligible law enforcement, fire, EMS, and other protective service personnel to participate. Volunteer firefighters and their spouses are included in the eligible competitor category.

The Can-Am Police-Fire Games have been designed to encourage participation from all levels of expertise and abilities. With multiple age classifications and divisions, participants compete against other athletes of similar skills. Team events have several classifications to ensure teams of similar expertise compete against each other.

With thirty or more sporting events, the Can-Am Police-Fire Games offers traditional athletic competitions in such sports as swimming, softball, cycling, golf, running, and profession specific events such as canine, SWAT, toughest fire fighter alive, and toughest competitor alive.

All RFP submissions to host a Can-Am Police-Fire Games will be evaluated by the Federation Board of Directors. RFP submissions will only be accepted if they are submitted by the closing date and in the format required.

## **2.2 About the Can-Am Police-Fire Games**

The Can-Am Police-Fire Games is a bi-annual event held each even year. The Federation strives to select a host at least five (5) years in advance of the Games up for bid. Three previously awarded Host Cities are:

- 2014 York, Pennsylvania
- 2016 Thunder Bay, ON, Canada
- 2018 Hampton Roads, Virginia

The Games are held over six (6) days starting on Tuesday and finishing the following Sunday. The Federation requires a host to provide thirty (30) compulsory sports and may select from additional events held in prior Games. Athletes, men and women, compete in multiple single classifications from Open to Grand Master and in team event classifications from Open to over 35 years of age as examples.

The Federation will supply a host with a schedule of events which specifies days of the week and times for each sporting event that has proven to generate the most participants for that event. A copy of the schedule is attached for reference.

Participants from any country are eligible to compete in the Games. The majority of participants are from North America.

A host selects the dates for their Games in June, July, August or September.

## 3/ OBLIGATIONS

### 3.1 Mandatory requirements

The following mandatory requirements from a bidding city/organization are required. If a bidding city/organization cannot meet the following mandatory commitments, the bid will be refused:

- Proposal must include answers to all mandatory requirements and all requested appendices. Proposal cities/organizations cannot modify any existing text;
- Proposal must be submitted by the date described in Section 4;
- The successful host city/organization will be required to pay an event rights fee of \$25,000 which is nonrefundable and may not be claimed as an expense for conducting the Games;
- The Can-Am Police-Fire Games Federation requires the successful city/organization to sign a “Host Contract” that outlines the duties and responsibilities of both the Host and the Federation;
- A Host must be either a non-profit organization or have the ability to apply for non-profit status;
- Cities/organizations submitting a proposal agree that all documents are the sole property of the Can-Am Police-Fire Games Federation and may not be released to any third party without the expressed written consent of the Can-Am Police-Fire Games Federation;

**The following shall be included in all RFP proposals:**

#### **A. Organization:**

**An established Board of Directors which shall include members of local law enforcement, EMS, and fire service.**

- *Board structure shall be in the manner as shown on the attached Organization Chart which may include other agencies or community members capable of performing requirements of senior Games management.*

**Provide examples of:**

- *Ability to attract representatives from business, government and other emergency and protective agencies to act as senior advisors.*
- *Ability to secure sponsorships, funding and other critical resources from corporate/business/government agencies.*
- *Ability to attract, motivate and manage a large volunteer network serving as event coordinators, timers, judges, medical personnel, venue hosts, etc.*

#### **B. Civic/Governmental Support:**

**Supply letters of support from your Chiefs of Police, Fire, EMS service; Presidents of their agency associations; and the City Mayor.**

- *Also include any letters of support from various other government and civic agencies to document their cooperation and commitment to the Games.*

- *Letters of support (if applicable) from the state organization that hosts a similar type of sporting event. For example other states have Police and Fire Games.*

### **C. Budget:**

**A preliminary budget is required as part of the written bid process and should show in detail projected revenues and expenses.**

- *An excel spreadsheet is available upon request which shows income and expenses for prior Games for reference. Contact Mr. Lynn Hillman at: [lynnhillman@canampolicefiregames.org](mailto:lynnhillman@canampolicefiregames.org)*

### **D. Lodging Facilities and Host Facility:**

**Supply information on lodging facilities/capacity.**

- *Lodging facilities must be available for up to 600 people on any given day of the Games.*
- *Lodging is not limited to hotel or motel accommodations, and can include nearby campgrounds, university or college campus dormitories.*
- *A host hotel may be selected, however, is not required.*

### **E. Events**

**Provide list of proposed sports and events.**

- *A Sport Schedule listing mandatory events is attached.*
- *The Federation encourages a Host to offer new sports unique to their area or are popular among emergency service personnel.*
- *Include proposed additional sports and any unique or operational events that may be proposed.*

### **F. Venue Sites:**

**Due to the venues needed for compulsory events the following facilities/venues are required:**

- *minimum of 1, 25-yard/meter swimming pool,*
- *3 gymnasiums,*
- *2 golf courses,*
- *track and field facilities,*
- *pistol events facility, that shall consist of:*
  - *PPC Course Range with a minimum of 12 lanes, with the ability to shoot at 7, 15, 25 and 50 yards (or meters) The 25 and 50 yard lines must have barricade positions. (see NRA PPC Course of fire for description.*
  - *Police Action Pistol Range – should have a minimum of four separate areas to fire police action stages of fire at the same time. These stages can be fired on the same range if divided or within near proximity of the others.*
- *shotgun events facility, that shall consist of:*

- *a skeet and trap combined facility*
  - *facility for sporting clays and 5 stand*
- *3 softball fields,*
- *archery facility, that consists of:*
  - *target area*
  - *3 D*
  - *field*
- *cycling (road and trail)*
- *biathlon course, that shall consist of:*
  - *1 mile course (can be ½ mile ran twice)*
  - *A pistol range with a minimum of 6 firing points at a range of 25 yards (or meters). The run course above should be in close proximity to the range so the competitors can safely run out of the range for a total distance of one mile then back into the range to shoot after the first and second mile.*
- *Toughest Firefighter Alive facility that shall consist of:*
  - *4 story training tower or similar facility i.e. parking garage*
  - *With sufficient area for spectators*
- *Toughest Competitor Alive facility able to accommodate all eight events at one site or in close proximity that shall consist of:*
  - *A High School/University or similar facility that has:*
    - *An area marked or that can be marked for a 5 K run*
    - *A Shot-put pitch, complete with marked throwing area and cemented throwing area*
    - *A 100 meter artificial or paved surface with minimum of 4 marked lanes*
    - *A Swimming Pool with diving blocks, minimum 25 meters, and minimum of 4 lanes*
    - *A gymnasium or similar facility that has the ability to hold a 20' rope climb*
    - *Area sufficient for bench press with warm up area*
    - *Area for a pull up station*
    - *A large area to set up a 761 ft Obstacle Course with 12 different obstacles, such as; high walls, monkey bars, rope ladder, tires, hurdles, etc.. Can be set up on either grass area or artificial turf (such as football/soccer field.*
    - *This facility must be able to hold all eight events without any transportation provided. It has been accomplished outside an established High School/University i.e. a park with sufficient facilities as described above.*
- *A venue suitable for a SWAT exercise.*
- *If optional or new sports are proposed additional venues should also be listed and described.*

### **G. Funding/Sponsorship Plan:**

**Identify all sources of financial support to be sought.**

- *Funding for the Can-Am Games must be obtained by the host community.*
- *Secured financial commitment along with Value In Kind donations on the part of the municipality and sponsors prior to the bid going forward will provide monies to be in place for start up costs associated with winning the bid.*
- *Grants which will be pursued should also be identified.*
- *Registration fees will cover only a portion of the costs of hosting the Games.*

### **H. Games Marketing:**

**Submission of a comprehensive marketing plan.**

- *It is the Host's responsibility to market the Games to eligible competitors and agencies.*
- *The prospective host must provide a thorough marketing program to attract athletes to their Games.*
- *All costs for marketing the Games will be incurred by the host.*
- *Numerous avenues of communication must be used to attract all eligible participants.*

### **I. Promotional Plan:**

**Submission of a comprehensive promotional plan.**

- *Describe your plan for proposed attendance at sporting events, relevant conventions, trade shows and conferences, information sessions, etc.*
- *The plan should include all proposed avenues to be taken to attract potential participants.*

### **J. Transportation:**

**Detail transportation capabilities.**

- *Examples are access to an international/regional airport, car rental services as well as municipal transit system, or shuttle/charter facilities.*
- *The majority of your participants will be within driving distance of your city and will likely have their own transportation*

### **K. Major Events Held**

**Provide list of Major Events hosted by your city in the previous 5-10 years.**

- *Include statistics regarding number of athletes and spectators in attendance.*

#### **L. Tentative Dates for your event:**

**List proposed dates for your event.**

- *The Can-Am Police-Fire Games are held during the months of June, July, August or September.*

### **3.2 Desirables**

A Proposal may include the following additional information:

- Tourism opportunities;
- Proposed social activities for participants and families;
- Proposed opening ceremonies;
- Additional proposed income opportunities such as sale of merchandise;
- And proposed logo (the Federation requires a host to use the Federation logo which may include modifications such as date and location of the Games).

## **4/ BID PROCEDURE**

The process of selecting the host is focused on one primary objective: to select the best host to receive the right to host a Can-Am Police-Fire Games. The Can-Am Police-Fire Games Federation reserves the right not to award the event to any bidding organizations if they so decide.

A Letter of Intent to bid for a Can-Am Police-Fire Games is due no later than the date specified on the Games website and submitted to:

Mr. Bill Merrylees  
312-320 Sugarcreek Trail  
London, Ontario  
Canada N6H 0G3

The completed RFP is due no later than the date specified on the Games website. Any submission after that date will not be considered.

The Federation will review all RFP's submitted and will notify each city in a timely manner if their submission met the mandatory requirements and was accepted.

Successful candidates will be required to host a site visit for up to four (4) Federation members between May and September following the RFP submissions.

Selected cities will be invited to make a presentation at a Federation Board meeting on a date and location to be determined. This presentation will be in the late fall after site visits are complete.

Following the final presentation, the Federation will announce the selected city/organization immediately after its deliberations are concluded.



## 5/ BID RULES

### ***Confidentiality***

If included by the Can-Am Police-Fire Games Federation, any document marked as “confidential information” requires secure storage and limited reproduction and distribution. Potential cities/organizations should not use the information for any purpose other than to prepare their Proposal for a Can-Am Police-Fire Games. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

### ***Guiding principle for selection of a host city/organization***

The Can-Am Police-Fire Games Federation believes the procedures for determining the host city/organization, from the initial expression of interest in the bid to the selection of the host, should be based on an open dialogue and fair process for all bidding parties. This process shall be conducted in an ethical manner, including but not limited to the following qualities: fairness, openness, transparency, equity and respect for all bidding parties.

### ***Proposal document***

One hard copy and one electronic copy are required. RFP’s electronically submitted to Mr. Bill Merrylees, CEO, Can-Am Police-Fire Games Federation shall be sent to the following email addresses: [WMerrylees@police.london.ca](mailto:WMerrylees@police.london.ca) and [wmerrylees@gmail.com](mailto:wmerrylees@gmail.com) . Hard copies shall be sent to the same address as specified for the Letter of Intent.

The numbering within the proposal application must be in the same sequence as this RFP. A table of contents must be included at the beginning of the proposal application.

### ***Communication***

Potential host cities/organizations must address all questions in writing or e-mail to the CEO of the Can-Am Police-Fire Games Federation.

No formal or informal presentation or meeting in any way relating to this proposal shall be held with the Can-Am Police Fire Games Federation or its Board members after the date designated for submission of the Letter of Intent.

The Can-Am Police-Fire Games logo may be used in any documentation of the bidding city/organization.

## APPENDIX 1 – FACT SHEET

- The Can-Am Police-Fire Games are held every even year;
- The Can-Am Police-Fire Games generally attract approximately 1,000 to 1,200 participants;
- The Can-Am Police-Fire Games generate a positive economic impact to a community;
- A Host may not charge an admission fee to any Can-Am Police-Fire Games sporting event.
- The Rights Holder, Can-Am Police-Fire Games Federation is a 501 (c) (3). All remaining profit from a Can-Am Police-Fire Games must be donated to charity.
- The Host for a Can-Am Police-Fire Games must form a non-profit organization to host the Games.

## APPENDIX 2 – DRAFT OF HOST CONTRACT

The Federation reserves the right to modify the Host Contract up to the date of selection of a host city/organization for a Can-Am Police-Fire Games. The areas of the Host Contract that are blank shall be negotiated between a Host and the Can-Am Police-Fire Games Federation.

For a copy of a draft host contract, please contact Mr. Lynn Hillman at:

[lynnhillman@canampolicefiregames.org](mailto:lynnhillman@canampolicefiregames.org)

## APPENDIX 3 - RIGHTS HOLDER SERVICES AND OBLIGATIONS

To reduce the workload on a host city/organization the Can-Am Police-Fire Games Federation provides the following services:

### **Orientation Session:**

The Can-Am Police-Fire Games Federation Board of Directors will avail themselves to the prospective Host to answer questions and explain the process of hosting such an event. We encourage representatives from all prospective host communities to attend a Can-Am Police-Fire Games to experience first-hand the event and see how it is managed prior to submitting a letter of intent to bid.

### **Rules:**

A comprehensive set of rules is provided for all sporting events that include both compulsory and optional events. The addition or deletion of sporting events may be made by the Host Organization with prior approval of the Board of Directors of the Can-Am Police-Fire Games Federation.

### **Medals:**

The Can-Am Police-Fire Games Federation will provide medals for 1st (Gold), 2nd (Silver) and 3rd (Bronze) place winners to the Host Organization at cost.

### **Mailing List:**

The Federation maintains a current electronic mailing list of past participants.

### **Registration Software:**

The Federation will supply the Host with a completed turnkey registration software program including, if necessary, hardware to operate the program. All participants must register on-line using this program. Games registration software has the following capabilities:

- Ability to register all participants and collect necessary fees.
- Ability to sort registered participants by several categories, including agency, age category and sport.
- Individual or sport group email capability.
- Ability to generate various financial and statistical reports.
- Relational database with unique participant identifier to eliminate duplication.
- Networking capability.
- Final report of winners in each sport within minutes to facilitate quick results posting.
- Windows application: Windows 95, 98, or 2000 capable.
- Onsite Training.
- Access granted to each Sport Coordinator to track participants within their sport/event.

**On-Line Volunteer Program:**

An on-line volunteer program is available to the host organization. This sophisticated program not only tracks volunteers but provides a means to place volunteers where needed.

**Board Experience:**

The Board is comprised of a cross-section of law enforcement officers and firefighters from Canada and the United States. Can-Am Police-Fire Games Directors either have hosted Games in their community or have been involved with the Games in an administrative capacity for several years. Each Director is assigned sports in which they have expertise. That Director will offer their assistance to the Host's assigned sports coordinators as needed.

**Time Flow Chart:**

The Federation will provide the hosting organization with a time flow chart to guide the planning of the Games. The chart underscores the requirements and benchmarks necessary for a successful Games event.

**Background Information:**

The Federation will provide potential hosts with reports from prior games; prior budgets; list of prior participants in each sport; and suggested organization structure.

**APPENDIX 4 – BUDGET EXAMPLES**

- *An excel spreadsheet is available upon request which shows income and expenses for prior Games for reference. Contact Mr. Lynn Hillman at: [lynnhillman@canampolicefiregames.org](mailto:lynnhillman@canampolicefiregames.org)*

## APPENDIX 5 – TIME FLOW CHART

<p style="text-align: center;"><b>PRE-BID</b></p> <ul style="list-style-type: none"> <li>➤ Review requirements of RFP.</li> <li>➤ Complete requirements of RFP.</li> <li>➤ Secure letters of support and potential sponsors.</li> <li>➤ Send letter of intent to bid to CEO.</li> <li>➤ Attend Can-Am Police-Fire Games.</li> <li>➤ Prepare and submit written bid as outlined on the Federation website.</li> </ul>	<p style="text-align: center;"><b>BID- 60 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Present bid proposal at location selected by Federation.</li> <li>➤ Provide Federation with list of tentative sports/events.</li> <li>➤ Negotiate and sign Host Contract.</li> <li>➤ Select non-profit organization as required.</li> <li>➤ Form your Games Board of Directors (also known as Executive Board).</li> <li>➤ Establish presence on your social media site or create one.</li> <li>➤ Commence solicitation for financial support.</li> <li>➤ Continuous communication with Federation per contract provisions and timeline benchmarks.</li> </ul>	<p style="text-align: center;"><b>60-48 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Attend current Can-Am Police-Fire Games/Set up an information booth at these Games/Visit as many sporting event sites as possible.</li> <li>➤ Develop your website.</li> <li>➤ Supply your Games information for Can-Am Homepage.</li> <li>➤ Develop partnership with next Games for marketing and promoting.</li> <li>➤ Continue solicitation for financial support.</li> <li>➤ Hold monthly Executive Board Meetings. Minutes to be forwarded to Federation CEO.</li> </ul>
<p style="text-align: center;"><b>48 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Continue solicitation of support to fund Your Games. Unions, Guilds, Corporations, community hotel/motel tax funds, <b>and</b> area businesses, and available grants should all be considered.</li> <li>➤ Form Operations committees per contract and organizational chart provided.</li> <li>➤ Regular and routine meetings with Board of Directors and Committees.</li> <li>➤ Begin identification of Sport Director and individual sports and events coordinators.</li> <li>➤ Update your website.</li> <li>➤ Identify merchandise and how it will be sold.</li> <li>➤ 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.</li> </ul>	<p style="text-align: center;"><b>36-24 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Preliminary contracts of venue sites secured.</li> <li>➤ Selection of Sport Director.</li> <li>➤ Sport Director identifies sport managers and coordinators.</li> <li>➤ Aggressively market and promote Games.</li> <li>➤ Utilize email blasts, blogs and other electronic communication and media strategies to get the message out.</li> <li>➤ Prepare promotional materials for event, visit to other games. Concentrate on 10 to 12 hour driving area.</li> <li>➤ Confirm compulsory list of sports. Submit rules for new sports to Federation.</li> <li>➤ Commence preparing sport descriptions for the sport information pages of your website.</li> <li>➤ Begin sales of merchandise via online store and/or select events in your area.</li> </ul>	<p style="text-align: center;"><b>24-18 MONTHS OUT</b></p> <ul style="list-style-type: none"> <li>➤ Continue with communication with Federation.</li> <li>➤ Develop sports budgets.</li> <li>➤ New sports must have rules submitted by Host.</li> <li>➤ Provide update on Sponsorship plan and confirmed sponsors with commitments.</li> <li>➤ Attend Can-Am Police-Fire Games/establish booth, promote Games.</li> <li>➤ Finalize sport descriptions.</li> <li>➤ Finalize all social events, fees, and other registration requirements and submit to the Federation.</li> <li>➤ Identify logistic requirements such as holding facility, vehicles, manpower, etc. and communicate needs for volunteers, materiel procurement, communications, etc. to other committees as necessary.</li> <li>➤ Identify and source construction and material for any items needing to be manufactured.</li> <li>➤ Identify and source communications equipment capability; medical; security; transportation; and command and control functions.</li> </ul>

<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>
	<p><b>3 MONTHS AFTER</b></p> <ul style="list-style-type: none"> <li>➤ Present final report to Can-Am Police-Fire Games Federation members.</li> <li>➤ Meet with the next event committee members and pass on recommendations.</li> <li>➤ Provide evaluation of Games as required.</li> </ul>	

#### 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 basis.
- 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.

## APPENDIX 6 – SPORT SCHEDULE

### CAN-AM POLICE & FIRE GAMES - EVENTS AT A GLANCE

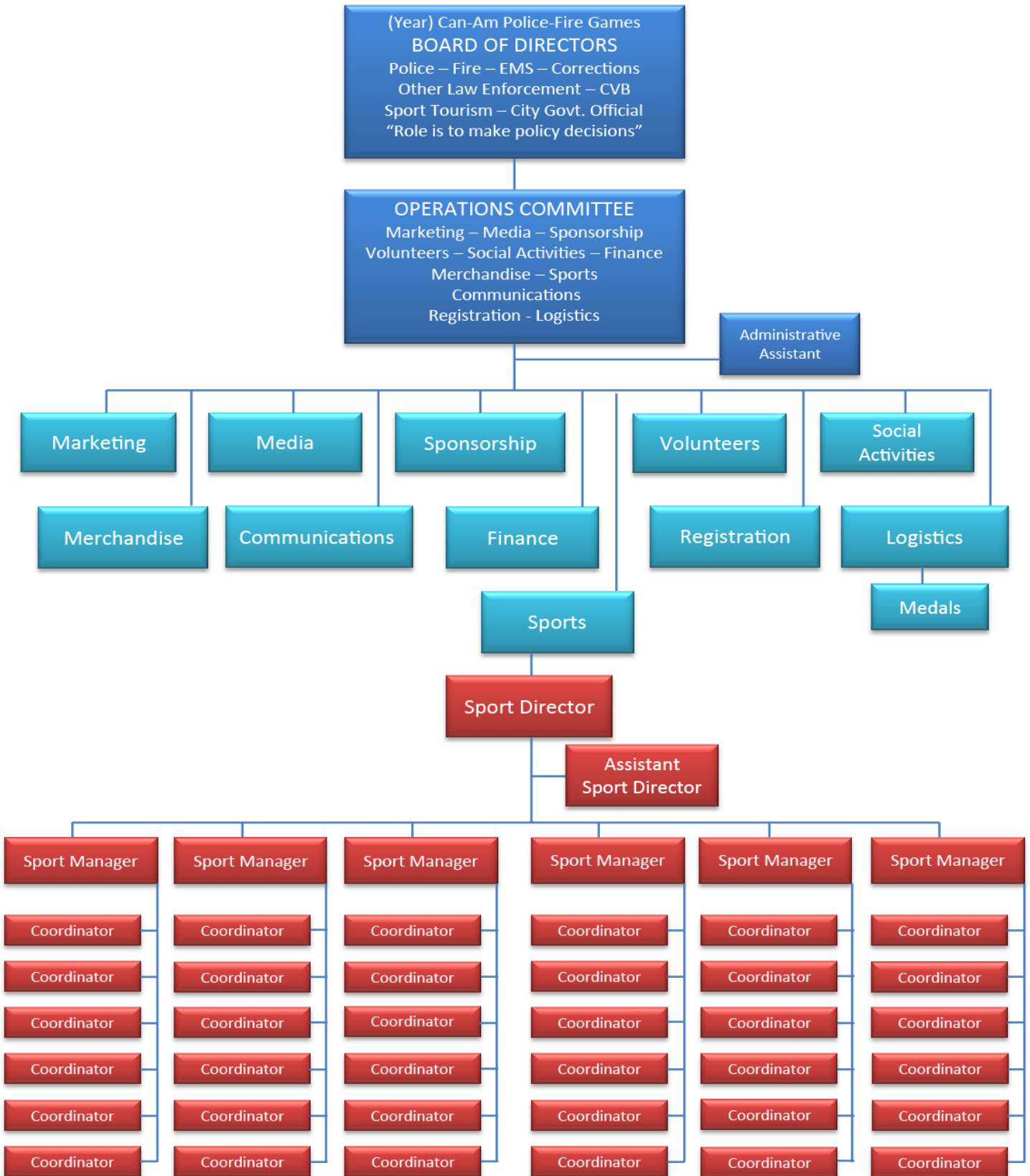
2014-10-06 FEDERATION REQUIRED	MON	TUES	WED	THUR	FRI	SAT	SUN
<b>COMPULSORY</b>							
ARCHERY*Target/Field/3-D	R	9 AM *T	9 AM *F	9AM*3D			
BENCH PRESS	E	9:00 AM					
BIATHLON	G	9:00 AM					
BOWLING 10 PIN	I	4:00 PM	4:00 PM				
CROSS COUNTRY 10K	S				8:00 AM		
CROSS COUNTRY 5K	T		8:00 AM				
CYCLING 22mi. *Criterium	R		8:00 AM				
CYCLING 10 mi. *TimeTrials	A	8:00 AM					
CYCLING – 40 mi. *Road Race	T			8:00 AM			
DARTS	I	4:00 PM	4:00 PM				
GOLF	O	7:00 AM	7:00 AM	7:00 AM			
HOCKEY	N		8:00 AM	8:00 AM	8:00 AM	8:00 AM	8:00 AM
MOUNTAIN BIKE					9:00 AM		
NARCOTICS DOG		9:00 AM					
PISTOL - Duty					9:00 AM		
PISTOL – PAP			9:00 AM	9:00 AM			
PISTOL – PPC						9:00 AM	9:00 AM
POLICE SERVICE DOG					9:00 AM	9:00 AM	9:00 AM
POWER LIFTING				9:00 AM			
RUNNING *5k		8:00 AM					
RUNNING *10k				8:00 AM			
RUNNING *21k							8:00 AM
SKEET						9:00 AM	
SLOW PITCH SOFTBALL					8:00 AM	8:00 AM	8:00 AM
SPORTING CLAYS							9:00 AM
SUBMISSION GRAPPLING			9:00AM				
S.W.A.T.		8:00 AM	8:00 AM				
SWIMMING			9:00 AM				
TEXAN HOLDEM				9:00 AM	9:00 AM		
T.C.A.					8:00 AM	8:00 AM	8:00 AM
T.F.A.		9:00 AM					
TRACK & FIELD						9:00 AM	
TRAP SHOOTING					9:00 AM		
TRIATHLON							9:00 AM
OPENING CEREMONIES	*****						
PIN/SHIRT/PATCH TRADING NIGHT	*****						
REGISTRATION DAILY	Noon	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM	7:00 AM
	5:00 PM	7:00 PM	7:00 PM	7:00 PM	7:00 PM	5:00 PM	Noon

KEY

HOST TO DETERMINE DAY AND TIME

# APPENDIX 7 – ORGANIZATIONAL STRUCTURE

Job descriptions for each position will be provided to the winning bid city/organization.





## APPENDIX 8 – BIDDING CITY/ORGANIZATION STATEMENT

The city/organization submitting this RFP Proposal [name] \_\_\_\_\_ agrees to comply with the following statement:

We will cooperate fully with Can-Am Police-Fire Games Federation in the staging and hosting of a Can-Am Police-Fire Games and assume responsibilities for all expenses concerning a Can-Am Police-Fire Games. We agree that all contents of the bid application submitted are binding, unless it conflicts with the obligations listed in the Request for Proposal for a Can-Am Police-Fire Games. Any changes to the RFP proposal once the event has been awarded must be approved by the Can-Am Police-Fire Games Federation prior to taking effect.

Within 24 hours after being awarded the event by the Can-Am Police-Fire Games Federation the awarded host city/organization shall sign the Host Contract. The awarded host city/organization and the Can-Am Police-Fire Games Federation agree to abide by all requirements of the Host Contract. The awarded host city/organization agrees to form a non-profit organization that will be responsible for a Can-Am Police-Fire Games.

### PROPOSAL COMMITTEE

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Position (print)

\_\_\_\_\_  
Position (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature