



CANADA
BASKETBALL

HOSTING
RFP

2018 FIBA AMERICAS
U18 MEN'S CHAMPIONSHIP

TABLE OF CONTENTS

1. INTRODUCTION	2
2. ABOUT CANADA BASKETBALL	2
3. HOSTING OBJECTIVES	3
4. ABOUT THE EVENT	3
4.1. MISSION AND MANDATE	3
4.2. PARTICIPANTS	4
4.3. FORMAT.....	4
4.4. PAST U18 EVENTS.....	4
4.5. OTHER ACTIVITIES RELATED TO THE EVENT.....	5
4.6. POTENTIAL COMPETITION MODELS	5
4.7. HOST BENEFITS.....	5
4.8. 2019 FIBA U19 MEN'S WORLD CHAMPIONSHIP	5
5. OBLIGATIONS	6
3.1. MANDATORY COMMITMENTS.....	6
3.2. OBLIGATIONS	6
6. BID PROCEDURE	7
7. BID RULES	8
5.1. CONFIDENTIALITY	8
5.2. GUIDING PRINCIPLE	8
5.3. BID DOCUMENT.....	8
5.4. COMMUNICATION	8
8. BID EVALUATION	10
APPENDIX 1 - BIDDING COMMUNITY OBLIGATIONS.....	11
APPENDIX 2 – CANADA BASKETBALL OBLIGATIONS.....	20
APPENDIX 3 - POTENTIAL HOSTING MODELS.....	24
APPENDIX 4 - BID APPLICATION TO BE RETURNED TO CANADA BASKETBALL	25

1. INTRODUCTION

On May 19, 2016, Canada Basketball officially opened bidding to identify a hosting partner with which CB can pursue the rights to the 2018 FIBA Americas U18 Men's Championship.

The host organization will be responsible for hosting the teams, officials and FIBA delegates from airport arrival to airport departure, including local transportation, accommodations and meals. The host will also be required to provide both competition and training facilities that meet the appropriate standard. The host will take on the local responsibility for promotion of the event. Finally, the host organization will have to undertake a financial commitment to the event.

As part of the bid process Canada Basketball is welcoming different types of proposals for the partnership arrangement for the event. For more information regarding the event please refer to section 4 and appendices 1 and 2.

2. ABOUT CANADA BASKETBALL

Canada Basketball is the national sporting organization for the sport of basketball in Canada. Canada Basketball is respected throughout the world and is recognized by the International Amateur Basketball Federation (FIBA) and the Government of Canada as the sole governing body of the sport of amateur basketball in Canada.

Canada Basketball represents all basketball interests, provides leadership, coordination and direction in all areas of the sport of basketball. Canada Basketball is a not-for-profit organization run under a sound business model by a volunteer board of directors and dedicated full-time professional staff. The membership of CB consists of 13 provincial and territorial sports organizations (PTSO) that provide leadership for basketball in each province and territory.

Our Mission

We aspire to excellence in leading the growth and development of the game at home, and in pursuing medal performances on the international stage.

Our Vision

To be recognized as a world leader in all aspects of basketball, and consistently reaching the podium in FIBA competitions and the Olympic Games.

Our Values

- Nation
- Team
- Purpose
- Excellence

Basketball has strong roots in Canada. The game was invented 125 years ago by a Canadian, Dr. James Naismith. Canadian amateur teams have participated in international competition since the turn of the century, including one of the most storied amateur teams in the sport's history, the Edmonton Grads. Canada was also part of the

origins of the NBA over 50 years ago when the first Basketball Association of America (predecessor to the NBA) game was played in Toronto between the Toronto Huskies and New York Knickerbockers.

Today, the sport of basketball is experiencing an incredible surge in participation and popularity. Over 60% of 3-17 years olds play basketball casually making it the second most participated in team sport among youth (after soccer, ahead of hockey). Participation in the sport comes from all regions of the country with over 350,000 youth participating in organized basketball.

Simultaneously, Canada's national teams are achieving greater levels of success on the international stage. As a nation, Canada now ranks 7th in the FIBA Combined Rankings (ranking that combines both men's and women's teams in all age categories). The senior women's national team were double gold medalists in 2015 (Pan Am Games and FIBA Americas Women's Championship) while the senior men's national team featured more NBA players than any country in the world outside of the USA. At the age group level, Canada's teams are ranked 3rd in the world and represent a strong pipeline of future senior national team players.

3. CANADA BASKETBALL HOSTING OBJECTIVES

In the summer of 2015, Canada hosted the FIBA Americas Women's Championship in Edmonton. It was the first FIBA tournament hosted by CB in over a decade. The wildly successful event saw record crowds and television audiences cheer on Team Canada to a gold-medal finish and an Olympic berth.

Building off the growing momentum of the sport, CB has developed a multi-year hosting plan that targets major FIBA events. Canada Basketball is seeking to engage stakeholders and partners to help win the rights to bring these major international competitions, such as the 2019 FIBA U19 World Championship, to Canadian soil.

The objectives of Canada Basketball's hosting plan are to:

1. Showcase and enhance the sport of basketball;
2. Create excitement and build the CB brand;
3. Engage the community and grassroots basketball;
4. Maximize the exposure through media, broadcasting and spectators in attendance;
5. Operate financially viable events that are commercially successful and revenue generating;
6. Continue to build momentum for the sport and deliver a legacy.

4. ABOUT THE EVENT

4.1 Mission and Mandate of the Event

FIBA Americas is one of five FIBA zones, representing the American continent with jurisdiction from Canada to Argentina. The FIBA Americas U18 Men's Championship is the direct qualifier for the 2019 FIBA U19 Men's World Championship. It is played over a five-

day period of intense competition, taking place in a fun and friendly atmosphere open to the entire community.

The event recognizes the power of team spirit, the incredible feeling of participating in international competition at the youth level and the challenge of facing the very best teams from throughout the Americas in the age category.

Aside from the results and memories of what takes place on the court, this event represents a chance to make a very fruitful investment in getting sports fans and the general public excited about basketball and physical activity while offering an immense opportunity to achieve a lasting legacy for the host community and the country.

4.2 Participants

The FIBA Americas U18 Men's Championship is the first step in the coming of age of global superstars such as Andrew Wiggins, Cory Joseph, Kyrie Irvine, Kemba Walker, Tyler Ennis and others. Stars of tomorrow, born 1 January 2000 or later will be eligible to play in the 2018 edition. The best (8) teams from across the Americas will take to the court. The United States has been a dominant force at the tournament since its inception winning 7 of the 9 editions. However, Canada is becoming a threat to the US dominance having won bronze medals in 2008, 2010 and 2012 and a silver medal at the last competition in 2014.

4.3 Competition Format

The championship takes place over a 5 day period during June or July. The competition venue(s) must be made available 2 days prior to the start of competition. 20 games in total are played during 5 days of competition. The 8 participating teams are broken into 2 pools of 4 for the group phase where they will play a round robin. Following the group phase all teams advance to the final phase starting with the quarterfinal. Losing teams during the quarterfinal move into a classification round of games while the winners advance to the semi-finals followed by the medal round.

4.4 Past U18 Events

The FIBA Americas U18 Men's Championship began in 1990 (Montevideo, Uruguay) and takes place every two years. Prior to the 2006 edition the championship was played by under-19 teams.

Recent Hosts:

2016 - Valdivia (Chile)

2014 – Colorado Springs (USA)

2012 – Sao Sebastiao do Paraiso (Brazil)

2010 – San Antonio (USA)

2008 – Formosa (Argentina)

2006 – San Antonio (USA)

Canada has not previously hosted this tournament.

Information about the 2014 and 2016 tournaments can be found at the following links:

4.5 Other Activities Related to the Event

The following are other related activities that CB will be exploring as components of hosting of the FIBA Americas U18 Men's Championship:

- Draw Ceremony
- Opening ceremonies;
- Cultural festival and activities;
- Exhibitions and fan fair;
- Social functions;
- Clinics and workshops related to coach and officials development;
- Steve Nash Youth Basketball programming;
- 3x3 competitions;
- Annual general meeting of Canada Basketball.

4.6 Competition Model

The competition will take place over 5-days in one city. Traditionally the tournament is held in one competition venue however, it can also be held in two venues. Canada Basketball is open to exploring either option and welcomes proposals for consideration based on the different models. Please see Appendix 4 for an outline of potential models for the tournament.

4.7 Host City Benefits

By hosting the 2018 FIBA Americas U18 Men's Championship in partnership with Canada Basketball your organization will help further the sport of basketball at the local, provincial and national level.

Canada Basketball encourages bidders to share in the rewards and risks of hosting this event and encourages bidders to propose profit/loss sharing frameworks between the host and CB for the hosting of the event. Canada Basketball will also entertain models that include the contracting of event rights to a potential host or financial compensation for contracted staff and services.

Along with the prestige of hosting a premier international single sport competition, all parties involved will benefit from a variety of economic impacts:

- A large spectrum of visitors composed of both adults and children, including domestic and international spectators, in addition to those travelling with the teams (players, coaches, staff, family and friends).
 - Travelling visitors will require transportation, housing and food and are also likely to visit local tourist attractions during their time at the tournament.
 - A minimum of approximately 900 room nights for tournament participants will be required at local hotels in addition to those nights required for event spectators.

- The opportunity for the host community to gain national and international visibility through exposure on various media platforms, including print, television, web and social media.
- Engagement with the local volunteer community from which the event will need to recruit over 150 volunteers.
- Engagement and development of the local community through events accompanying the competition itself such as: a cultural festival, fan fair, social functions, clinics and workshops, and 3x3 competitions.

4.8 2019 FIBA U19 Men's World Championship

Canada Basketball will also be simultaneously pursuing the hosting rights for the 2019 FIBA U19 Men's World Championship. Please see Canada Basketball Hosting RFP – 2019 FIBA U19 World Championship. With the FIBA Americas U18 Championship being the direct qualifier for the 2019 FIBA U19 World Championship, CB welcomes bid proposals for the hosting of both events, although it is not a mandatory requirement for hosting either event.

5. OBLIGATIONS

5.1 Mandatory Commitments

The following mandatory commitments from a bidding community are required. If your bidding community cannot respect the following mandatory commitments, your bid will be refused:

- Bid application with answers to all questions and all requested appendices. [Bid communities cannot modify the existing text in appendices (f) to (i)];
- Signature of the bid committee and primary bid institution(s) in appendix (i) of the bid application;
- Commitment letters signed by bid institutions stating the type of support they will offer for the event (may include);
 - Municipal Government
 - Provincial Government
 - Facilities
 - Local Tourism Board
 - Local Hotel Association
 - Local CIS or CCAA Institution
 - Others
- Support letter signed by the provincial basketball organization;
- Bid communities accept that their responses to the bid application may be made public at the discretion of CB after the nomination of the hosting community;
- Bid fee payment of \$500.

Note: In order to submit a bid to host the FIBA Americas U18 Men's Championship, appendix (i) of the bid application must be signed by both of the following parties:

1. The Bid Committee including representation by the Provincial / Territorial Sport Organization;
2. One of the following bid institutions: university, tourism office or municipality.

5.2 Obligations

Bidding communities will be required to abide by the Canada Basketball 2018 FIBA America U18 Men's Championship RFP document - version 1.

For the event obligations, please refer to:

- Appendix 1 for the bidding community obligations;
- Appendix 2 for Canada Basketball obligations.

6. BID PROCEDURE

The process of selecting the host community is focused on one primary objective: to select the best community for CB to partner with to host the 2018 FIBA Americas U18 Men's Championship. Canada Basketball reserves the right not to award the event to any bidding communities if they so decide.

May 19, 2016	Canada Basketball opens candidature for the 2018 FIBA Americas U18 Men's Championship by sending an invitation letter and RFP to potential Bidding communities.
July 13, 2016	Deadline for potential bidding communities to send a letter of interest to CB. Canada Basketball informs all bidding communities which have forwarded a letter of interest that from this point forward, CB will respond to individual questions by potential bidding communities by sending responses to all bidding communities.
November 3, 2016	Deadline for bidding communities to send their bid document to CB by filling out the Bid application (see appendix 4) and submitting the corresponding documents.
November 17, 2016	Canada Basketball informs each bid community whether their bid has met the mandatory commitments and whether their bid is accepted or not. Canada Basketball issues a communiqué with the names of the bidding communities to all bidding communities.
[+ 7 to 30 days]	Canada Basketball Evaluation Committee begins evaluation process. Evaluation Committee members study the various bid proposals and score each topic of the bid application individually for each bid (see section 8). Where applicable a shortlist of proposals will be developed and the Evaluation Committee will schedule meetings and follow up interviews with bidding communities.
[+7 to 30 days]	Canada Basketball Evaluation Committee meets in order to recommend to the CB Board of Directors the best community to host the 2018 FIBA Americas U18 Men's Championship.
[+ 1 day]	Canada Basketball announces the host community for 2018 FIBA Americas U18 Men's Championship via communiqué.

7. BID RULES

7.1 Confidentiality

Confidential information is defined as any document marked "confidential" and which requires secure storage and limited reproduction and distribution. Potential bidding communities should not use the information for any purpose other than to prepare their bid. Confidential information should not be transmitted to parties not involved in the process, including members of the media.

7.2 Guiding Principle

Canada Basketball believes the procedures for determining the host community, from the initial expression of interest in the bid to the selection of the host community, should be based on an open dialogue and fair process for all bidding communities. 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 communities.

7.3 Bid Document

To minimize the costs of submitting a proposal, CB requires that proposal documents be produced in-house on letter-size paper and spiral bound, or bound using some other inexpensive method.

Three English copies should be delivered to:

Bryan Crawford
Senior Director, Operations
Canada Basketball
1 Westside Drive
Toronto, Ontario
M9C 1B2

Not later than 5:00pm eastern standard time on November 3, 2016.

An electronic copy of the bid via USB drive must also be submitted.

The numbering within the bid application must be maintained and a table of contents must be included at the beginning of the bid application. The questions must be included in the bid application submitted to Canada Basketball.

Photos, diagrams, renderings, and other images are welcome to be included in the bid document.

7.4 Communication

Potential bid groups must address all questions in writing via email to Bryan Crawford, Senior Director, Operations, who will forward the replies to all potential bid communities (those who have submitted an intent to bid).

Bryan Crawford

Senior Director, Operations

Canada Basketball

bcrawford@basketball.ca

No contact should be made with the Federal Government. Canada Basketball will be handling all communications with Sport Canada and the Federal Government. Bidding parties should communicate with municipal and provincial levels of government.

No formal or informal presentation or meeting in any way relating to the bid shall be held with CB, the CB Board of Directors, the Evaluation Committee or staff, other than the one described in section 6 once the RFP has been released.

No gifts or tokens of appreciation of any kind shall be offered to CB, the CB Board of Directors, the Evaluation Committee or staff.

8. BID EVALUATION

Bidders will be assessed according to the following criteria;

- **Financial Contributions:** what is the proposed financial commitment and revenue model?
- **Venue Compliance:** to what degree does the venue satisfy or exceed the requirements?
- **Organizational Capacity:** what is the experience of the host committee and their ability to meet the organizational requirements?
- **Potential for Exposure:** what is the potential for the host to maximize exposure of the event in terms of spectator attendance, media coverage and brand engagement?

Canada Basketball will nominate five Evaluation Committee members to review all bids. Each member will review each bid application and score each topic individually based on the following scale (see appendix 3).

	Criteria	Weighting %
1	Background	5
2	Support and Partnerships	20
3	Facilities	15
4	Competition Format / Model	10
5	Finances (including revenue generation)	15
6	Marketing, Communication, Hosting Services and Other Activities	5
7	Operations	5
8	Legacy	5
9	Overall Bid Presentation	20

APPENDIX 1 - BIDDING COMMUNITY OBLIGATIONS

1. GENERAL INFORMATION

As part of the bid process, Canada Basketball is welcoming different types of proposals for the partnership arrangement and hosting model for the event. The assessed budget for this event will be between \$450,000 and \$650,000 dollars. For more information regarding the event please refer to section 4 and appendices 1 and 2.

2. SUPPORT AND PARTNERSHIPS

- The successful host must be willing to commit public funding (municipal/provincial) toward supporting the event. Support includes both cash and VIK that will provide budget relief required to stage the events, such as rental and facility operational costs.
- Canada Basketball will be pursuing federal hosting support for the event as a Tier I International Single Sport Event at a level between \$50,001 up to \$250,000. Federal funding requires matching contributions from other levels of government (provincial/municipal). Federal funding contributions cannot exceed 35% of the total event costs and 50% of the total government assistance.
- As a required component of securing public funding the successful Bidding Community will also be required to work with CB to complete an Economic Impact report (such as STEAM) once the bid has been awarded.
- All marketing rights to the event will be retained by CB and FIBA. However CB will work with the host to promote commercialization opportunities for local sponsorships so long as they do not conflict with current CB partners. Canada Basketball reserves the right of refusal of any potential partnership.
- Canada Basketball encourages bidders to share in the rewards and risks of hosting this event and will give preference to bidders that propose profit/loss sharing frameworks between the host and CB for the hosting of the event.

3. FACILITIES

3.1 Sporting Facilities (competition)

a) Number of Venues

- A minimum of one competition venue is required to host the tournament. Canada Basketball will explore models consisting of two venues in one city.
 - Please see appendix 3 for a sample of potential models.

b) Capacity

- Minimum capacity is 2,000 seats.

c) *Court Area and Flooring*

- The court must be a FIBA-lined court that is clear of any other marks, stickers or other adhesive material (advertising or logos). Canada Basketball understands that most floors will not meet these specifications and will work with the host on a solution for an appropriate floor.

d) *Backboards*

- Each venue must have two portable backboard units along with one additional backup unit. The units must be level 1 and have a 3.25M projection.

e) *General Requirements*

- Air Conditioned.
- Clear of any advertising from at least three days before the start of the event.
- Equipped with basketball equipment fully in line with the official basketball rules (sourcing of some equipment will be handled in conjunction with CB through FIBA-approved manufacturers).
- Light intensity of a minimum 1500 lux (approximately 140 candles).
- Sound system for music and announcers.
- Video Scoreboard (preferred).
- LED signage (required) and ribbon boards (preferred).
- WIFI throughout the building.

f) *Change Rooms*

- A minimum total of eight change rooms are required:
- 4 for teams with washroom and shower facilities
- 2 for referees with washroom and shower facilities
- 1 for sport presentation and entertainment
- 1 secure anti-doping room with washroom facilities

Additional rooms include:

- 1 for press conferences
- 1 press working room with internet connection and international phone lines
- 1 for the organizing committee
- 1 for FIBA staff
- 1 FIBA VIP lounge
- 1 volunteer and staff room
- 1 television broadcast operations room
- 1 medical and first aid room

g) *Media*

- Clearly defined media areas shall include:
- 1 mixed zone and flash interview area
- 1 media working room with catering capacity
- 1 press conference room with minimum 20 person capacity
- The media section of the tribunes must have an unobstructed view of the court and provide easy access to the media area. Final capacity is to be determined with a maximum capacity of approximately 100 persons.

h) Television and Webcasting

- Provision and setup of all required infrastructure in and around the competition venues including but not limited to:
 - The necessary space required for the installation of cameras
 - Construction of any camera platforms as required
 - Secured parking for the TV compound large enough to accommodate all vehicles
 - Fully redundant power supply for the TV compound
 - Space for television studios with a good view over the court
 - Commentary positions that offer a perfect view over the court and easy access to the courtside area for pre and post-game interviews
 - Transmission capabilities such as fibre lines used for transmitting high definition television signals to the networks are preferred, however; satellite trucks can be brought in.
 - Audio and video infrastructure such as HD video tie lines, XLR audio tie lines, Fibre, Triax, data, phone lines are preferred
- FIBA maintains responsibility for the host broadcasting and webcasting.

i) Hospitality

- A dedicated VIP area with controlled easy and exclusive access for FIBA and host VIP guests.

j) Information Technology

- Internet / WiFi access throughout the building.
- Team video area with power from an elevated view of the court.

k) Equipment

- Forklift and operator.
- Industrial laundry machines.
- Ice machines.
- Refrigerators.
- Procurement of additional event delivery equipment such as stanchions (for crowd control), pipe and drape and a minimum 60 6' – 8' tables and 120 chairs.

l) Medical Services

- Venue(s) should have a permanent medical or first-aid room available on-site or a temporary medical area would need to be created; with taping tables, hot tubs and ice baths.
- A full weight room with free weights and cardio equipment is a nice to have.

m) Other Requirements

- Security Services (see 8.8 Security).
- Warm Up Court (it is preferable that the competition facility also house a warm up court).

n) Parking

- Dedicated free parking for staff, officials and volunteers.
- Suitable onsite or local parking for guests and/or suitable shuttle transportation.

3.2 Sporting Facilities (training)

a) Number of Venues

- In addition to the competition venues a minimum of one or two additional practice facilities (court) must also be available for the duration of the event.

b) Court Area and Flooring

- The court must be a FIBA lined court that is clear of any other marks, stickers or other adhesive material. Canada Basketball understands that most floors will not meet these specifications and will work with the host on a solution for an appropriate floor.

c) Backboards / Nets

- Each venue must have two portable backboard units along with one additional backup unit. The units must be level 1 and have a 3.25M projection.

d) General Requirements

- Air Conditioned.
- Clear of any advertising from at least three days before the start of the event.
- Equipped with basketball equipment fully in line with the official basketball rules (sourcing of some equipment will be handled in conjunction with CB through FIBA approved manufactures).
- Light intensity of a minimum 1500 lux (approximately 140 candles).

e) Change Rooms

- A minimum total of three change rooms are required:
 - 2 for teams with washroom and shower facilities
 - 1 secure anti-doping room with washroom facilities
- Additional rooms include:
- 1 volunteer and staff room

f) Information Technology

- WiFi access throughout the building.
- Team video area with power from an elevated view of the court.

g) Equipment

- Industrial laundry machines
- Ice machines
- Refrigerators

h) Medical Services

- Venue(s) should have a permanent medical or first-aid room available on-site, or a temporary medical area would need to be created; with taping tables, hot tubs and ice baths.
- A full weight room with free weights and cardio equipment is a nice to have.

- i) *Other Requirements*
 - Security Services (see 8.8 Security).
- j) *Parking*
 - Dedicated free parking for teams, staff, officials and volunteers.

3.3 Non-Sporting Facilities (for accommodation see 8.2)

Facilities will be required for event components such as a cultural festival, fan fair, social functions, clinics and workshops, and 3x3 competition.

4. COMPETITION

The competition structure is as follows:

- 8 teams participate in the event which is divided into
 - Group phase (days 1-3) and
 - Final phase (days 4-5)
- 4 games are played each day of the group phase and final phase.
- Games should be scheduled at least 2 hours, 15 minutes apart.
- 20 minute warm-up time on the main court is granted to each team prior to the start of their game.
- Each team shall be guaranteed at least 90 minutes of practice time on the competition court prior to the start of the tournament.
- Teams shall be offered practice sessions on the competition court on non-competition days.

5. FINANCES INCLUDING REVENUE GENERATION

5.1 Budget

The development of a comprehensive budget in coordination with CB.

5.2 Ticketing

In agreement with or approved by CB, the host will be responsible for developing and executing a ticketing plan for the local and regional market that ensures a well-attended event

6. MARKETING AND BROADCASTING

6.1 Marketing

The host will be responsible for working with CB to develop and executing a detailed local and regional marketing plan, including a community dressing plan.

6.2 Broadcasting

The host will be required to provide the necessary setup of all required infrastructure in and around the competition venues as listed above in 3.1.

7. COMMUNICATION, HOSTING SERVICES AND OTHER ACTIVITIES

7.1 Communications and Media Services

- The host will be responsible for working with CB to generate media interest for the event, including print, radio, television, and social media.
- Ideally, local media would provide coverage for the duration of the event, from pre-event coverage during the host announcement, to on-site photos and stories during the event, to post-event coverage of the results and the impact on the local community.
- During the event, media services for local, national and international media will be required as listed above in 3.1.

7.3 Hosting Services (VIPs and Sponsors)

The host will be responsible for working with CB to provide hosting services for local, national and international VIPs guests and dignitaries throughout the duration of the event including competition and non-competition events.

7.4 Other activities related to the event

The host will be asked to organize other potential events and activities related to the event such as: draw ceremony, opening ceremonies, cultural festival, fan fair, social functions, clinics and workshops, youth programming and 3x3 competitions.

8. OPERATIONS

8.1 Local Organizing Committee (LOC)

- In order to ensure a successful plan and execute an event of this scale, an experienced and competent local organizing committee is required. The members of this committee should have previous experience organizing large scale sporting events and ideally experience with basketball events.
- The committee should be made up of people with expertise and knowledge in a variety of different areas and fields. The members can come from various organizations, including the Provincial/Territorial Sport Organizations (PTSO), local tourism board, local sports tourism agency, local basketball clubs, local colleges or university programs, facility staff, and others.
- In addition to the overall organizing committee, an organizing committee for each venue/destination (for multi-venue/destination models) will be necessary.
- The following are positions that are required:
 - Event Chairperson
 - This person is the main point of contact between the local organizing committee and CB and is responsible for submitting the bid and managing the rest of the committee. The Event Chairperson will be responsible to and work with the CB Senior Director, Operations on all matters of the event including financial reporting.
 - Operations and Event Presentation Coordinator
 - This person is responsible for all technical aspects of the event, including the acquisition of facilities, competition equipment, set-up and tear-down along with all event presentation components. The Operations Coordinator will be responsible to and work with the CB Manager, Events.
 - Accreditation and VIP Coordinator

- This person looks after the special guests and their needs as well overseeing the accreditation and welcome table at the venue(s). The Accreditation and VIP Coordinator will be responsible to and work with the CB Senior Director, Operations.
 - Marketing and Promotions Coordinator
 - This person is responsible for driving the communications and marketing strategies at the local level so as to create market awareness. They are the local contact for all promotion initiatives in the market prior to the event. The Marketing and Promotions Coordinator will be responsible to and work with the CB Director, Marketing and Partnerships.
 - Media Coordinator
 - This person is in charge of generating media awareness for the event and for maximizing media coverage in the local market. They must also write press releases and ensure their distribution and uptake by local media. They are the local PR contact in the region and the person responsible for organizing local press conferences. The Media Coordinator will be responsible to and work with the CB Manager, Communications.
 - Accommodations and Meals Coordinator
 - This person is responsible for the scheduling of all local accommodations and meals for tournament participants. The Accommodations and Meals Coordinator will be responsible to and work with the CB Manager, Events.
 - Transportation Coordinator
 - This person is responsible for the scheduling logistics of all local transportation needs including team, organizers, officials and guests. The Transportation Coordinator will be responsible to and work with the CB Manager, Events.
 - Volunteer Coordinator
 - This person is responsible for the recruitment, training and scheduling of all local staff members and volunteers for all positions. The Volunteer Coordinator will be responsible to and work with the CB Manager, Events.
 - Volunteer areas include: field of play, set-up/take down, VIP, transportation, information systems, promotions, game operations, volunteer services, media services and runners.
- As a national sport organization, CB is committed to offering services in both official languages. It is recommended that fluently bilingual staff member or volunteers be on-site at all times to help assure that this commitment is met. As an international tournament, staff and volunteers fluent in other languages is also an asset.

8.2 Accommodation

- For the 2018 FIBA Americas U18 Men's Championship, the accommodations must be a minimum 4-star hotel.
- The following are the minimum required rooms for the entire tournament:
 - Teams - 100 rooms x 7 days (mix of double and single rooms)
 - Officials - 20 rooms x 8 days
 - Staff Rooms - 23 rooms x 8 days

- Television Crew - 10 rooms x 6 days
- Staff and officials accommodations must be at separate hotels from the teams.
- Hotels must be located within close proximity to the competition venue.
- Additional accommodations will be required for guests, media and other tournament participants.
- In addition to guest rooms, the following space will also be required:
 - Team meeting rooms able to accommodate a minimum of 20 people are required for the team. Rooms can be shared based on a schedule.
 - Meal room for teams.
 - Organizing Committee operational office.
- Free WiFi access throughout the hotel should also be available.
- Canada Basketball does not currently have a partnership with a hotel brand, however; it will maintain the right to negotiate a partnership for an official hotel for the event that may be outside of the proposed accommodations in winning bid.

8.3 Food Services

- Food in sufficient quantity and of adequate quality for athletes must be guaranteed, according to the recommendations of FIBA. Athletes will be guaranteed three healthy meals a day, plus a supplementary snack prior to and post matches and practices. Bidders should be aware that meal/snack times could be required at non-typical times.
- All meals for teams, delegates and officials will be provided at the host hotels, ideally with specific seating arrangements. Meals for staff and organizing committee member will be provided at the host hotel or on-site at the venue(s).
- The follow are the minimum required meals for the entire tournament:
 - Team – 152 people x 7 days
 - Team – snacks 36 people x 20 games
 - Officials – 20 people x 8 days
 - LOC & Staff Meals – 30 people x 8 days
- Meals will also be required at venues for volunteers, media and VIP.

8.4 Registration and Accreditation

The host will be required to implement and manage all aspects of the FIBA Accreditation System including the printing and distribution of badges.

8.5 Airport

An airport with regular international flights must be within reasonably close proximity to the host destination.

8.6 Local Transportation

Local transportation is required for the duration of the event by means of cars, buses, mini vans, etc. This includes airport shuttles. The host will be required to provide a transportation plan.

8.7 Medical

- The host is required to ensure comprehensive medical services including 24-hour emergency assistance for all participants.
- Emergency first-aid service shall also be operational game days to service the general public inside and outside the venue.

8.8 Security

The host must ensure that the venue is fully compliant with safety and security regulations and shall prepare and deliver a Security Plan and Crisis Management Plan contingent on the local security conditions but including all appropriate and required security measures at officials hotels, competition and training venues as well as any social events (as applicable).

8.9 Event Presentation

The host will be expected to work with CB on all aspects of event presentation including entertainment, contests, fan engagement and other components of the event.

8.10 Official Languages

As a national sport organization, CB is committed to offering services in both official languages. It is required that both official languages be built into the hosting of the events.

8.11 Environmental Sustainability

The host will be expected to implement appropriate policies and procedures to reduce/minimize the environmental impact of the event.

8.12 Equipment

In addition to required venue equipment, the host will also be expected to procure products and services that will be needed to help run the event including office supplies to be used on-site such as: photocopiers, printers, computers and telephones.

8.13 Test Event Games

Host organizers should plan at least one test event prior to the start of the 2018 FIBA Americas U18 Men's Championship and at least one test game immediately prior to the start of the tournament.

9. LEGACY

Developing a legacy for basketball at the local and national level is an important aspect of the hosting the 2018 FIBA Americas U18 Men's Championship. As such, the host will be required to work with CB to ensure that this objective is achieved.

APPENDIX 2 - CANADA BASKETBALL OBLIGATIONS

1. GENERAL INFORMATION

- Canada Basketball will handle the bidding process with FIBA as part of a proposal to win the rights to four events over a seven year period.
- As part of any final contract for the hosting of the event, FIBA and CB will retain complete ownership and oversight of the event and will be responsible for managing all aspects of the competition.

2. SUPPORT AND PARTNERSHIPS

- Canada Basketball will be pursuing federal hosting support. Federal funding requires matching contributions from provincial/municipal sources. Canada Basketball will serve as the primary point of contact for all discussions and agreements on support from the Federal Government.
- All marketing rights to the event will be retained by CB and FIBA. Canada Basketball will lead the sales of all available sponsorship inventories for the event and will work with the host to promote commercialization opportunities for local sponsorship.
- Canada Basketball will work with host stakeholders to form an organizing committee and develop the necessary human resources, both contracted and voluntary, to support the event.

3. FACILITIES

3.1 Sporting Facilities (including competition and training)

Number of Venues

- Venue dressing will be the responsibility of CB in partnership with the host based on a FIBA-provided design.

3.2 Non-Sporting Facilities (for accommodation see 8.2)

- Facilities will be required for event components such as a cultural festival, fan fair, social functions, clinics and workshops, youth programming and 3x3 competitions.

4. COMPETITION

- Canada Basketball shall be responsible for the guarantee of unconditional issuance of entry visas for all team delegations, the FIBA officiating team and FIBA delegation, FIBA commercial partners, broadcast partners, IT partners and other service providers, as well as to all media representatives and any other party working or participating in the event.
- The communication with FIBA and competing National Federations including the development of the Team Bulletins and Team Handbooks, along with the hosting of the Technical Meetings.

- Canada Basketball shall work with FIBA to prepare the competition schedule after the draw ceremony along with the practice schedule.

5. FINANCES INCLUDING REVENUE GENERATION

- Canada Basketball has developed a detailed preliminary budget for the hosting of the event which will be finalized in consultation with the host.
- In partnership with the host, CB will manage all aspects of the event budget and approve all expenditures.
- The profit/loss framework will depend on the agreement reached by CB and the host.

6. MARKETING AND BROADCASTING

6.1 Marketing

- Canada Basketball will work with the host partner to engage in an aggressive marketing campaign utilizing local, regional, national and international assets.
- Canada Basketball with FIBA will create the design concept for all event branding including venue dressing and signage, official documents and marketing material.

6.2 Broadcasting

- Canada Basketball maintains all rights and responsibilities for the broadcasting of the event.

7. COMMUNICATION, HOSTING SERVICES AND OTHER ACTIVITIES

7.1 Communications

- Canada Basketball will work directly with the LOC Media Coordinator to generate media awareness for the event and maximize local coverage while maintaining sole responsibility for generating national media engagement and awareness.
- Canada Basketball will provide the LOC Media Coordinator with event specific stories, athlete/team information and other information to support local media interest.

7.2 Hosting Services (VIPs and Sponsors)

Canada Basketball will work with the host partner to engage VIPs and Sponsors and provide servicing associated with the event.

7.3 Other activities related to the event

Canada Basketball will work with the host partner to develop activities such as opening ceremonies, cultural festival, fan fest, 3x3 competition and other programming that will support and enhance the event.

8. OPERATIONS

8.1 Organizing Committee and Staffing

- Canada Basketball will work with the host partners to form an organizing committee and develop the necessary human resources, both contracted and voluntary to support the event.
- Organization of specific professional event staff including: officials, table officials, statisticians, sport presentation and others as applicable, will be the responsibility of CB.

8.2 Accommodation

- Canada Basketball does not currently have a partnership with a hotel brand, however; it will maintain the right to negotiate a partnership for an official hotel for the event that may be outside of the proposed accommodations in winning bid.
- Manage and provide rooming and accommodations lists

8.3 Registration and Accreditation

A registration and accreditation system will be provided by CB through FIBA. Canada Basketball will work with the host partner to manage the assignment of accreditation.

8.4 Medical (Anti-Doping)

The coordination of all anti-doping control requirements will be handled by the CCES and the World Anti-Doping Agency.

8.9 Event Presentation

Canada Basketball will work with the host on all aspects of event presentation including entertainment, contests, fan engagement and other components of the event.

8.10 Official Languages

As a national sport organization, CB is committed to offering services in both official languages.

9. LEGACY

Developing a legacy for basketball at the local and national level is an important aspect of the hosting the 2018 FIBA Americas U18 Men's Championship. As such, CB will work with the host partner to ensure that this objective is achieved.

APPENDIX 3 – POTENTIAL HOSTING MODELS

1 Venue Model

	Venue 1
Day 1 - 3	Round Robin 2 pools of 4 teams 4 games each day
Day 4	Reclassification and Semi Final 4 - games
Day 5	Final Round 7-8 Game 5-6 Game Bronze Medal Gold Medal

2 Venue Model

	Venue 1	Venue 2
Day 1 - 3	Round Robin 1 pool of 4 teams 2 games each day	Round Robin 1 pool of 4 teams 2 games each day
Day 4	Reclassification and Semi Final 2 - games	Reclassification and Semi Final 2 - games
Day 5	Final Round Bronze Medal Gold Medal	Final Round 7-8 Game 5-6 Game

APPENDIX 4 - BID APPLICATION TO BE RETURNED TO CANADA BASKETBALL

Bidding communities will be evaluated by the CB Evaluation Committee on the basis of each of the topics below. Certain topics will have more importance than others; please see section 8 for more information.

1. BACKGROUND

- 1.1 Please describe your bidding community:
 - Demographic Data
 - Transportation (airports)
 - Public Transit Networks
 - Accommodations and Hotels (location, quality, rates, services)
 - Restaurants
 - Media Access
 - Active Volunteer Community
 - Basketball Community
 - Other
- 1.2 Outline the weather climate for the proposed event date.
- 1.3 Please outline the proposed organization that will take responsibility for hosting the event. Who will Chair the Organizing Committee? Who are the potential members of the LOC? What will be their role and what is their event background? (See Bidding Community Obligations - 8.1 Local Organizing Committee for list of required positions).
- 1.4 Which sporting events and non-sporting events has your bidding community hosted previously?
- 1.5 What are the proposed dates for the competition?

2. SUPPORT AND PARTNERSHIPS

- 2.1. Have you received any commitments from various local, regional, provincial government, organizations or institutions? Please provide a breakdown of the financial contributions from both public and private authorities toward the hosting of this event both direct cash contributions or through in-kind contributions.
- 2.2. What is your proposed profit/loss framework? Preference will be given to bidders who are willing to partner with CB in sharing responsibility for the financial success of the event.
- 2.3. What level of support have you received from the Provincial/Territorial Basketball Organization(s) and other stakeholders?
- 2.4. What is your LOC/volunteer plan for working with CB to organize and execute this event if you are selected as the host community?

3. FACILITIES

- 3.1. What are the proposed competition venue(s)? Does the existing competition site facility comply with or exceed host venue obligations?
- 3.2. Does the existing competition site facility, including the equipment, comply with or exceed obligations?
- 3.3. What are the proposed training sites? Does the training site facility, including the equipment, comply with or exceed the obligations?
- 3.4. What non-sporting facilities do you propose using and for what purposes?
- 3.5. Will any venues require a capital upgrade budget and if the answer is yes, do you have confirmation of funding and a confirmed construction timetable?

3.6. Please describe the food services at the competition venue?

4. COMPETITION

4.1. Who will comprise the LOC for the event and what is their background and experience?

4.2. What is the competition venue model you propose to run the tournament?

5. FINANCES INCLUDING REVENUE GENERATION

5.1. Please elaborate on the event's financial risk assessment following the production of your operational budget for the event.

5.2. Please provide details pertaining to the ticketing strategy. How do you propose tickets be managed and sold?

6. MARKETING

6.1. Please outline your marketing plan, what steps will be taken to ensure the event is high profile and commercially successful?

6.2. What opportunities will there be for event branding and promotion (i.e. facility signage, billboards, street post banners, airport signage, other)?

6.3. How will you be able to raise local commercial revenues factoring in the marketing obligations?

7. COMMUNICATION, HOSTING SERVICES AND OTHERS ACTIVITIES

7.1. Please outline your communication plan factoring in the communication obligations. More specifically, how can you ensure outstanding local engagement and attendance?

7.2. What type of services to the media do you intend to provide during the event?

7.3. What type of hosting services do you intend to provide to VIPs and sponsors?

7.4. What other activities do you propose to work with CB to organize related to the event such as opening ceremonies, cultural festival, fan fair, social functions, clinics and workshops, youth programming, 3x3 competitions?

8. OPERATIONS

8.1. What accommodation facilities do you propose using? Do they comply with or exceed the host obligations and what type of services is intended to be provided at the various accommodation sites?

8.2. Outline the plan for meals and food services?

8.3. Please outline your local transportation plan including airport shuttles.

8.4. What type of medical services will be provided and where?

8.5. Please describe the security control plan at the venues?

8.6. How will both official languages be factored into the event?

8.7. Please describe the technology infrastructure that will be available at the various venues and facilities?

9. LEGACY AND CONCLUSION

- 9.1 What type of legacy will this event leave at the local, regional and provincial level?
- 9.2 Why should Canada Basketball select your community and bid as the host for this event?

APPENDICES

Bidding communities need to include the following appendices:

- Appendix A Bidding community site map with all venue locations
- Appendix B Competition site floor plan and photos
- Appendix C Training site floor plan and photos
- Appendix D Accommodation photos

(Provided)

- Appendix E Operational budget in Canada Basketball customized budget template
- Appendix F Hotel Form
- Appendix G Competition Venue Form
- Appendix H Training Venue Form
- Appendix I Bidding Community Statement