



**COACHES**  
ASSOCIATION OF  
ONTARIO

**11<sup>th</sup> Annual Ontario Coaches Conference:  
March 31 – April 2, 2017**

**Request for Proposal**

**ONTARIO  
COACHES  
CONFERENCE**



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## 1. Objective

The Coaches Association of Ontario (CAO) is requesting proposals for hosting the 2017 Ontario Coaches Conference.

## 2. Background

The Coaches Association of Ontario is an independent, non-profit, coach-led organization, founded in 2002, that strengthens development opportunities and provides resources, representation and recognition for coaches in all sports of all levels. We believe coaches' contributions should be financed and rewarded appropriately, and the Coaches Association of Ontario advocates that sports and the coaching profession continue in a culture of innovation, continual renewal and professional development.

This year marks the 11<sup>th</sup> annual Ontario Coaches Conference, which brings together Coaches, Sport Administrators, Provincial Sport Organizations and Teachers from across the province. The goal is to enhance and increase the quality of Coaching in the province through multi-sport workshops, expert presentations, panel discussions, sharing of knowledge and experiences. This conference will provide an opportunity for new thinking, sharing of ideas and networking between key components of the Ontario sport system.

The success of the Ontario Coaches Conference can be attributed to the collection of sport partners and expert presenters. Our event attracts 200-300 participants, and where community partnerships are involved, have attracted over 450 participants.

Conference highlights include: (See appendices for more details)

- National Coaching Certification Program Courses – multi-sport and technical clinics
- Professional Development
- Social Activities and Networking
- Tradeshow

## 3. Proposal Evaluation Process and Award

The selection committee will consist of the following CAO representatives:

Susan Kitchen, Executive Director  
Eric McLoughlin, Coach & Partner Development  
Other CAO staff

Criteria:

- The host city must be easily accessible by air, train, car etc.
- Adequate meeting space with flexibility for programming needs must be available
- Hotel block must be sufficient to service the delegates
- Proximity to sport facilities i.e. gymnasium, indoor field house, arena, pool etc.
- Catering services
- Competitive pricing
- Strategic Community Partnerships

**4. Proposal Requirements**

**a) Conference/Convention Centre Meeting Space**

All meeting space must be located in the venue and/or adjoining facility if possible (with the exception of sport venues, if needed).

A variety of breakout rooms are needed with the smallest accommodating 25 in semi-rounds and the largest fitting 75 in theatre or semi-rounds in addition to a large ballroom for meals for 250-300.

Please outline the ability to hold additional breakout sessions on top of what is requested below. Due to potential community partnerships, the availability of additional breakout space may be needed.

Provide current floor plans and meeting space capacities, with in-house audio visual pricing and the opportunity to use external suppliers.

	Thursday	Friday	Saturday	Sunday
Ballroom capacity of 250 - 300		Evening Reception incl. Exhibitors & Opening Panel	Breakfast, Lunch & sessions	Breakfast & Lunch
Breakout rooms capacity of 25-75		3 – 6 rooms Theatre and/or semi-rounds	5 – 10 rooms Theatre and/or semi-rounds	5 – 10 rooms Theatre and/or semi-rounds
Organizing Committee Space	1 room – boardroom setup	1 room – boardroom setup	1 room – boardroom setup	1 room – boardroom setup
Tradeshow Space		Up to 10 Exhibitors in 8-10 foot table spaces in foyer, lobby, or general space	Up to 10 Exhibitors in 8-10 foot table spaces in foyer, lobby, or general space	Up to 10 Exhibitors in 8-10 foot table spaces in foyer, lobby, or general space
Adjacent Athletic Facilities (maybe)		Outline any nearby athletic sport facilities (ie, 50m pool, indoor athletic track, basketball court, gymnasiums etc).		

**b) Accommodations**

Room Rate – Room rate must not exceed \$130 per night plus tax and should be commensurate with the property rating, region, and property type/location. A history of room rates can be found in the Appendix. The hotel must be able to accommodate at least 100% of the room block each night.

Please also include parking and other additional guest costs (i.e. internet access, parking, etc.).

Room Block – It is estimated that there will be 200-300 delegates attending the conference in 2017. The room needs will vary depending on where the conference is held. The breakdown of guest rooms needed is as follows:

Thursday	Friday	Saturday	Sunday
10	40 – 50	40 – 50	0

\*Please indicate number of guestrooms in the event more rooms are needed\*

Complimentary Room Nights – 1-2 standard rooms are required for the CAO staff with complimentary parking for up to 4 vehicles.

**c) Catering Services**

An opening reception with cash bar will be held so please provide options and pricing for hors d’oeuvres.

Please provide menus and pricing for breakfast and lunch options (including non-alcoholic beverages) for approximately 100 – 200 people.

Coffee and refreshment breaks will be scheduled throughout the weekend so please include options and pricing.

**d) Travel & Transportation**

Please provide transportation options (rental cars and local bus transportation) for moving delegates from venue to venue if applicable and to get to and from major airports, train stations etc. In the past we have chartered buses to take course delegates from the conference to the sport areas/rinks/etc.

Each proposal should outline the service providers in these areas to be considered. Please include price lists and recommendations if possible.

**e) Special events/receptions**

Please include suggestions for social activities in the local community. Events such as Gallery Tours, Live Theatre, Sporting Events etc. may be scheduled for our delegates. A Wine & Cheese reception with a local politician would also be considered.

**f) Sport and Community Partnerships**

The success of the conference is largely dependent on local partners who can help champion and promote the event to the surrounding communities, as well as send Coach Delegates.

Please list any contacts or key organizations to partner with to help maximize delegate attendance. Note: In 2012 we partnered with the York Region Athletic Association and welcomed over 250 teachers from the York Regional Catholic and Public School Boards. In 2013, we partnered with Sport Hamilton that worked to publicize the event with community leagues and associations. In 2014 and 2015 we offered group discounts to help Sport Partners send groups of coaches at a discounted rate.

**Availability and quality of partnerships will be very high priority for the Selection Committee when deciding on venues and communities to short list.**

### 5. Timelines

Availability of Request for Proposal – **June 17, 2016**

Deadline for submission for proposal to CAO – **July 10, 2016**

Site Visit to Short List Choices – **July 18 – August 1, 2016**

Final Decision – **August 19, 2016**

Please submit all questions and completed requests for proposals via email to:

Eric McLoughlin  
3 Concorde Gate, Suite 108  
Toronto, ON M3C 3N7  
[ericm@coachesontario.ca](mailto:ericm@coachesontario.ca)

### **RFP Checklist:**

- Hotel Guestroom Rates**
- Breakout Room Rental Rates**
- Parking & Internet Rates**
- Capacity Charts & Venue Map**
- Food Menus (with pricing)**
- Transportation Information (listing of local companies)**
- Social Activity & Pricing**
- Key Sport and Community Contacts/Partners**

**\*Please provide best offer to be considered for shortlisting\***

## Appendices

### Previous Locations and Host Hotels

Year	Date	Location	Venue	Room Price	# of Registrations
2007	Feb 23-25	Toronto	Crowne Plaza	\$120	160
2008	Feb 22-24	Mississauga	Delta Meadowvale	\$112	190
2009	Feb 20-22	Richmond Hill	Sheraton Parkway	\$99; 139	225
2010	Feb 26-28	Guelph	Best Western/UofG	\$94.99	300
2011	Feb 25-27	London	London Convention Centre; Delta Armories, Hilton London	\$105; \$109	200
2012	Feb 26-28	Markham	Hilton Suites	\$119	450
2013	Feb 22 – 24	Hamilton	Sheraton	\$109	300
2014	Feb 21 – 23	Kingston	Ambassador	\$115; \$125	200
2015	Feb 20 – 22	Richmond Hill	Sheraton Parkway North	\$109; \$135	224
2016	Feb 19 – 21	Niagara Falls	Marriott Gateway on the Falls	\$129; \$149	220

### Sample Hotel Food and Beverage Needs

Friday	
Morning Break	0
Lunch	30 – 50
Afternoon break	30 – 50
Dinner or reception	100 - 125
Saturday	
Breakfast	150 - 200
Morning Break	200 - 250
Lunch	250 - 300
Afternoon Break	200 - 250
Dinner	100 - 200
Sunday	
Breakfast	150 - 200
Morning Break	150 - 200
Lunch	175 - 200

### Previous Hotel Contract Booking Commitments

2010 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	14	61	56	3
Meeting space	1 office for storage	5 + 1 office + ballroom	11 + 1 office + ballroom	10 + 1 office + ballroom

## 2011 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	6	55	60	2
Meeting space	1 office for storage	8 + 1 office + ballroom	10 + 1 office + ballroom	10 + 1 office + ballroom

2012 Conference *\*in 2012, the school boards donated space in in 4 schools for technical clinics*

	Thursday	Friday	Saturday	Sunday
Rooms	33	70	62	0
Meeting space	1 office for storage	12 + 1 office + ballroom	12 + 1 office + ballroom	10 + 1 office + ballroom

## 2013 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	33	70	62	0
Meeting space	1 office for storage	2 + 1 office + ballroom	12 + 1 office + ballroom	10 + 1 office + ballroom

## 2014 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	4	80	100	0
Meeting space	1 office for storage	2 + 1 office + ballroom	12 + 1 office + ballroom	10 + 1 office + ballroom

## 2015 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	6	50	50	0
Meeting space	1 office for storage	8 + 1 office + ballroom	6 + 1 office + ballroom	11 + 1 office + ballroom

## 2016 Conference

	Thursday	Friday	Saturday	Sunday
Rooms	6	50	50	0
Meeting space	1 office for storage	4 + 1 office + ballroom	5 + 1 office + ballroom	5 + 1 office + ballroom